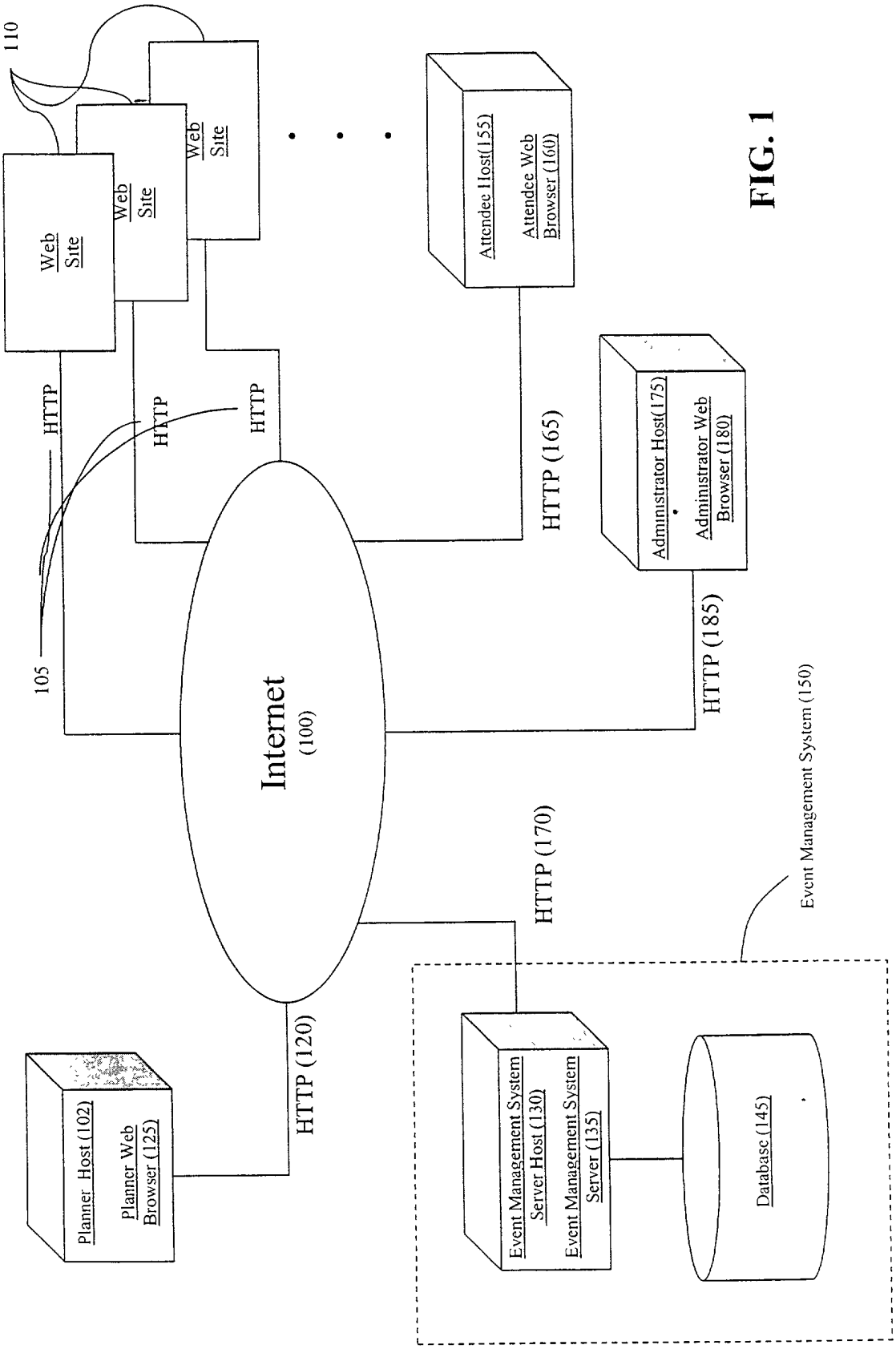
110
Web Site
Web Site
Web Site
Attendee Host(155)
Attendee Web Browser (160)
HTTP
HTTP
HTTP
HTTP (165)
Administrator Host(175)
Administrator Web Browser (180)
105
Internet (100)
HTTP (185)
HTTP (170)
Event Management System (150)
HTTP (120)
Planner Host (102)
Planner Web Browser (125)
Event Management System Server Host (130)
Event Management System Server (135)
Database (145)

FIG. 1

20ET20 th/hS/20ot

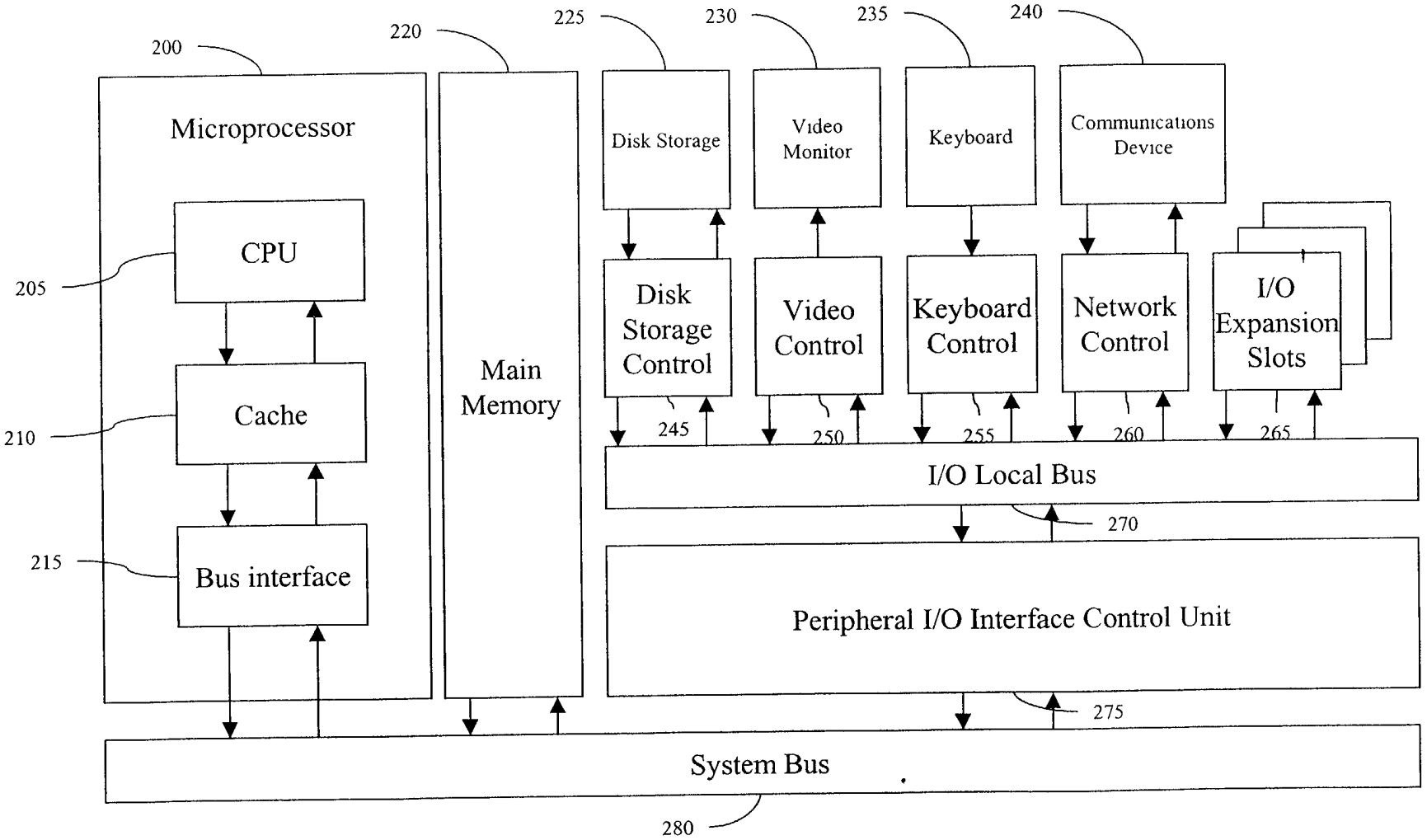

FIG. 2

Attorney: James M. Collison
Docket No.: 47758/JMC/E301
Inventor(s): Daniel E. Jameson et al.
Title: METHOD AND SYSTEM FOR INTERNET BASED EVENT PLANNING AND EVENT MANAGEMENT
Sheet 2 of 48

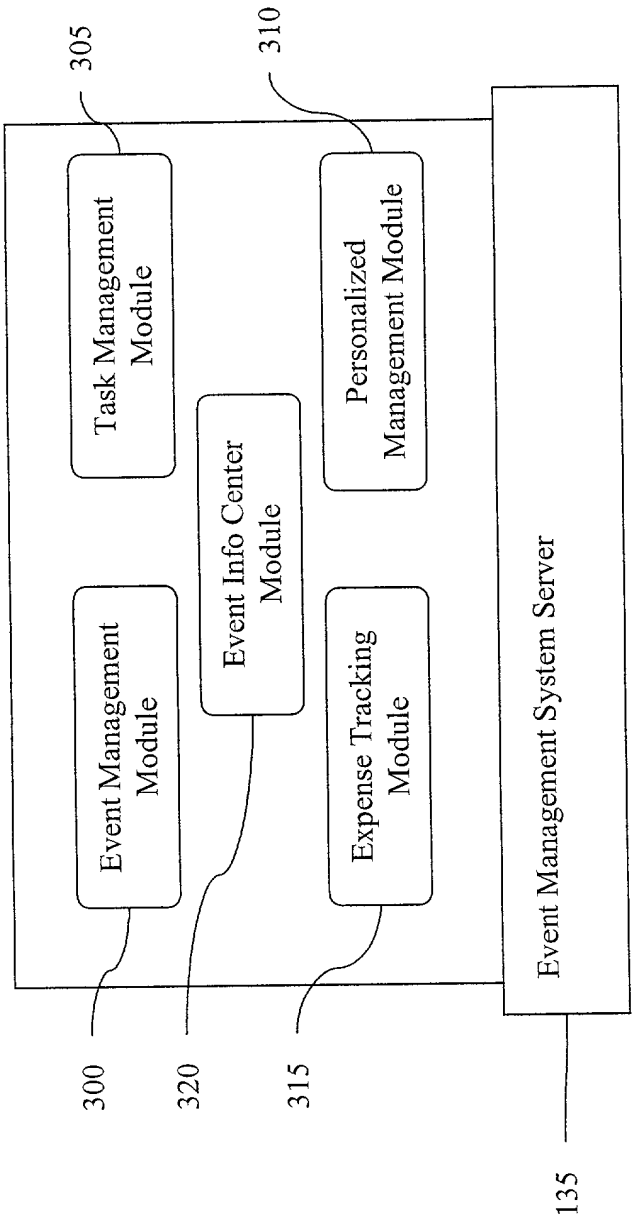
305
310
Task Management Module
Personalized Management Module
Event Info Center Module
Event Management Module
Expense Tracking Module
Event Management System Server
300
320
315
135

FIG. 3

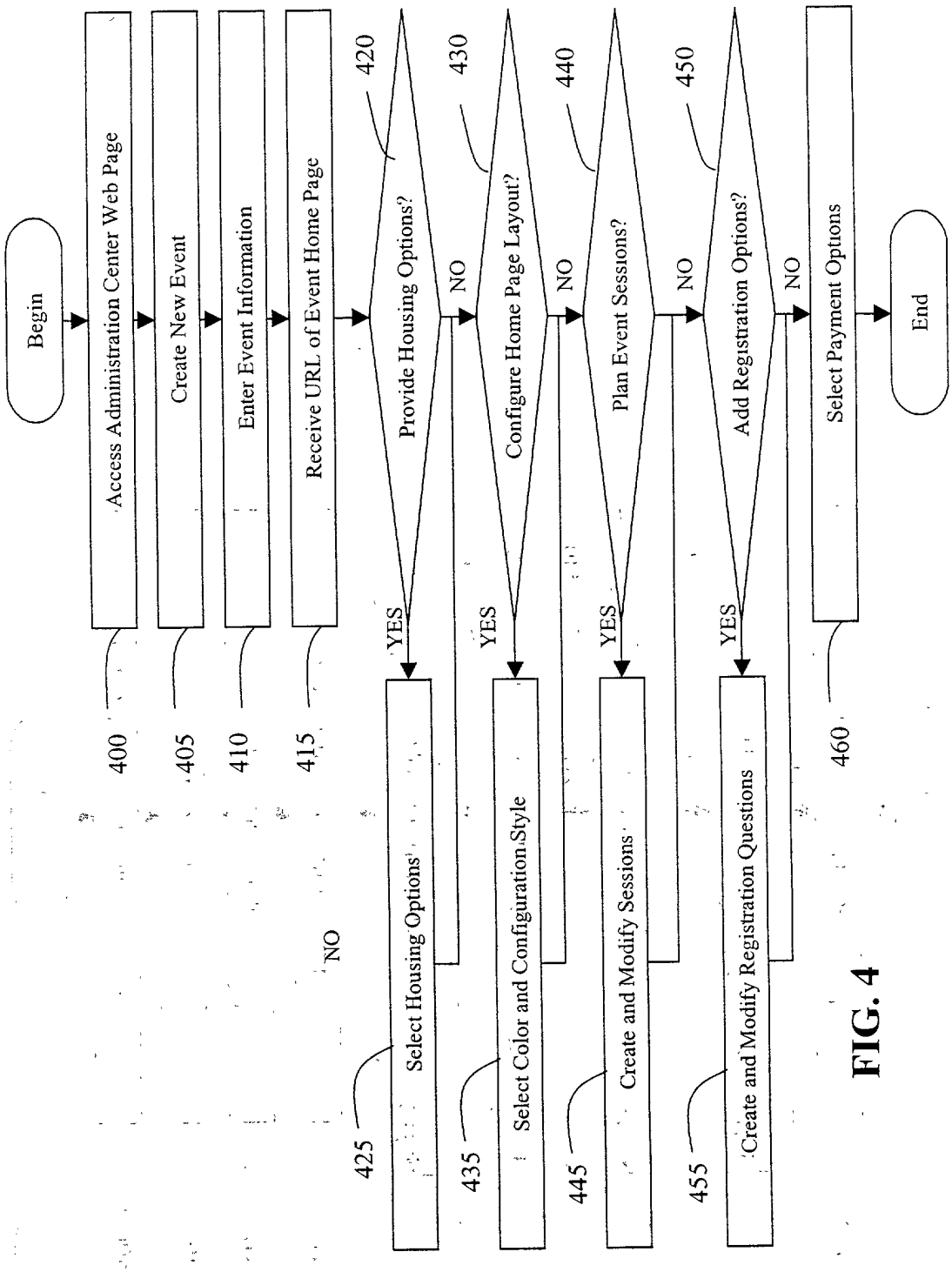
Begin
Access Administration Center Web Page
Create New Event
Enter Event Information
Receive URL of Event Home Page
Provide Housing Options?
Configure Home Page Layout?
Plan Event Sessions?
Add Registration Options?
Select Payment Options
End
YES
NO
Select Housing Options
Select Color and Configuration Style
Create and Modify Sessions
Create and Modify Registration Questions
400
405
410
415
420
425
430
435
440
445
450
455
460

FIG. 4

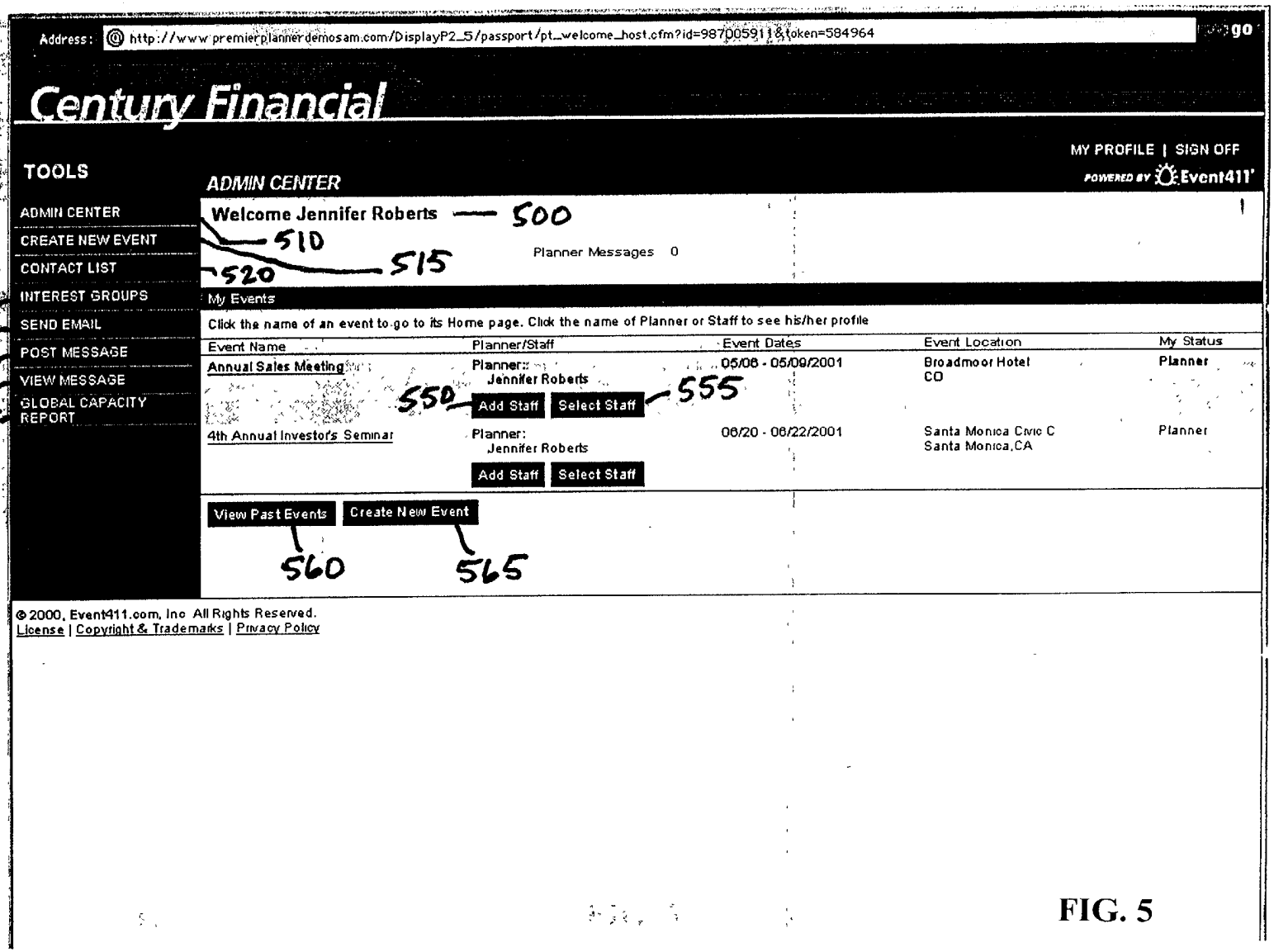

FIG. 5

Attorney: James M. Collison
Docket No.: 47758/JMC/E301
Inventor(s): Daniel E. Jameson et al.
Title: METHOD AND SYSTEM FOR INTERNET BASED EVENT PLANNING AND EVENT MANAGEMENT
Sheet 5 of 48

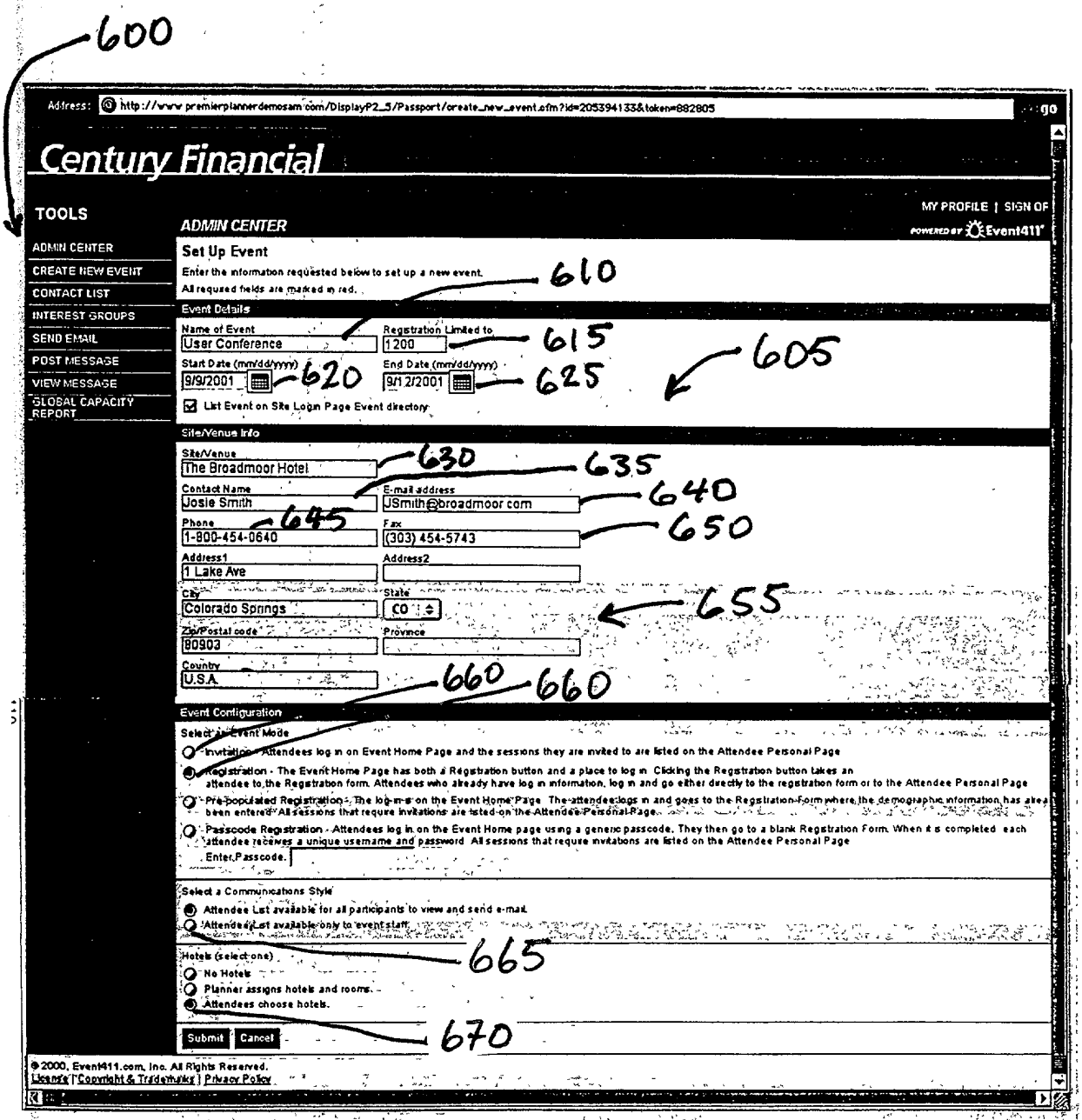
600
Address: http://www.premierplannerdemosam.com/DisplayP2_5/Passport/create_new_event.cfm?id=205394133&token=882805
go
Century Financial
TOOLS
ADMIN CENTER
CREATE NEW EVENT
CONTACT LIST
INTEREST GROUPS
SEND EMAIL
POST MESSAGE
VIEW MESSAGE
GLOBAL CAPACITY REPORT
ADMIN CENTER
MY PROFILE | SIGN OF
POWERED BY Event411
Set Up Event
Enter the information requested below to set up a new event.
All required fields are marked in red.
610
Event Details
Name of Event
User Conference
Registration Limited to
1200
615
605
Start Date (mm/dd/yyyy)
9/9/2001
620
End Date (mm/dd/yyyy)
9/12/2001
625
List Event on Site Login Page Event directory
Site/Venue Info
Site/Venue
The Broadmoor Hotel
630
635
Contact Name
Josie Smith
E-mail address
JSmith@broadmoor.com
640
645
Phone
1-800-454-0640
Fax
(303) 454-5743
650
Address1
1 Lake Ave
Address2
City
Colorado Springs
State
CO
655
Zip/Postal code
80903
Province
Country
U.S.A.
660
660
Event Configuration
Select an Event Mode
Invitation - Attendees log in on Event Home Page and the sessions they are invited to are listed on the Attendee Personal Page
Registration - The Event Home Page has both a Registration button and a place to log in. Clicking the Registration button takes an attendee to the Registration form. Attendees who already have log in information, log in and go either directly to the registration form or to the Attendee Personal Page
Pre-Populated Registration - The log-in is on the Event Home Page. The attendee logs in and goes to the Registration Form where the demographic information has already been entered. All sessions that require invitations are listed on the Attendee Personal Page.
Passcode Registration - Attendees log in on the Event Home page using a generic passcode. They then go to a blank Registration Form. When it is completed each attendee receives a unique username and password. All sessions that require invitations are listed on the Attendee Personal Page
Enter Passcode:
Select a Communications Style
Attendee List available for all participants to view and send e-mail.
Attendee List available only to event staff.
665
Hotels (select one)
No Hotels
Planner assigns hotels and rooms.
Attendees choose hotels.
670
Submit
Cancel
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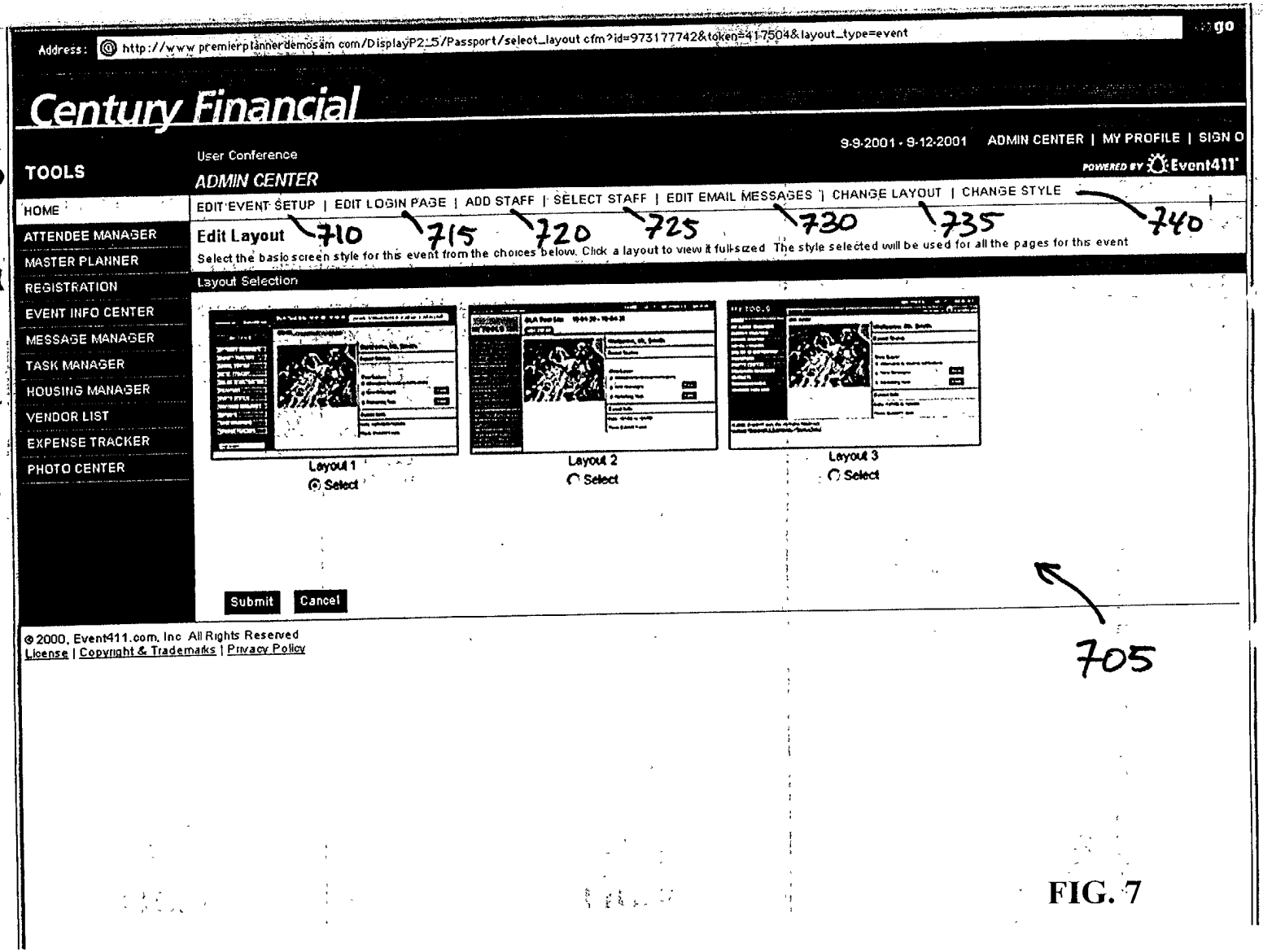
FIG. 6


Address: http://www.premierplannerdemosam.com/DisplayP2.5/Passport/select_layout.cfm?id=973177742&token=41.7504&layout_type=event
go
Century Financial
9-9-2001 - 9-12-2001
ADMIN CENTER | MY PROFILE | SIGN O
POWERED BY Event411
TOOLS
User Conference
ADMIN CENTER
HOME
ATTENDEE MANAGER
MASTER PLANNER
REGISTRATION
EVENT INFO CENTER
MESSAGE MANAGER
TASK MANAGER
HOUSING MANAGER
VENDOR LIST
EXPENSE TRACKER
PHOTO CENTER
EDIT EVENT SETUP | EDIT LOGIN PAGE | ADD STAFF | SELECT STAFF | EDIT EMAIL MESSAGES | CHANGE LAYOUT | CHANGE STYLE
Edit Layout
Select the basic screen style for this event from the choices below. Click a layout to view it full-sized. The style selected will be used for all the pages for this event
Layout Selection
Layout 1
Select
Layout 2
Select
Layout 3
Select
Submit
Cancel
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700
710
715
720
725
730
735
740
705

FIG. 7

Attorney: James M. Collison
Docket No.: 47758/JMC/E301
Inventor(s): Daniel E Jameson et al.
Title: METHOD AND SYSTEM FOR INTERNET BASED EVENT PLANNING AND EVENT MANAGEMENT
Sheet 8 of 48

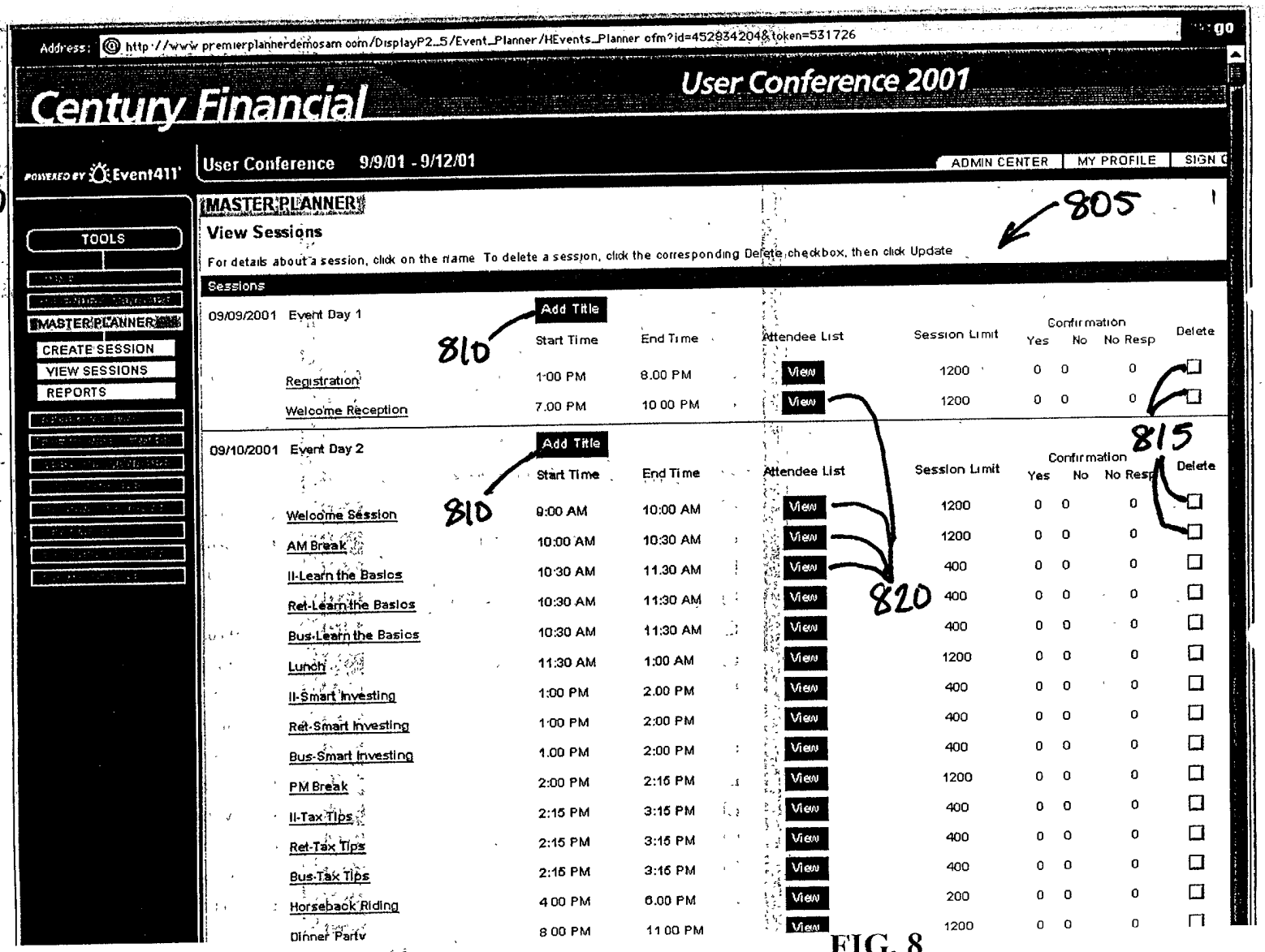

FIG. 8

20020 h2h52007

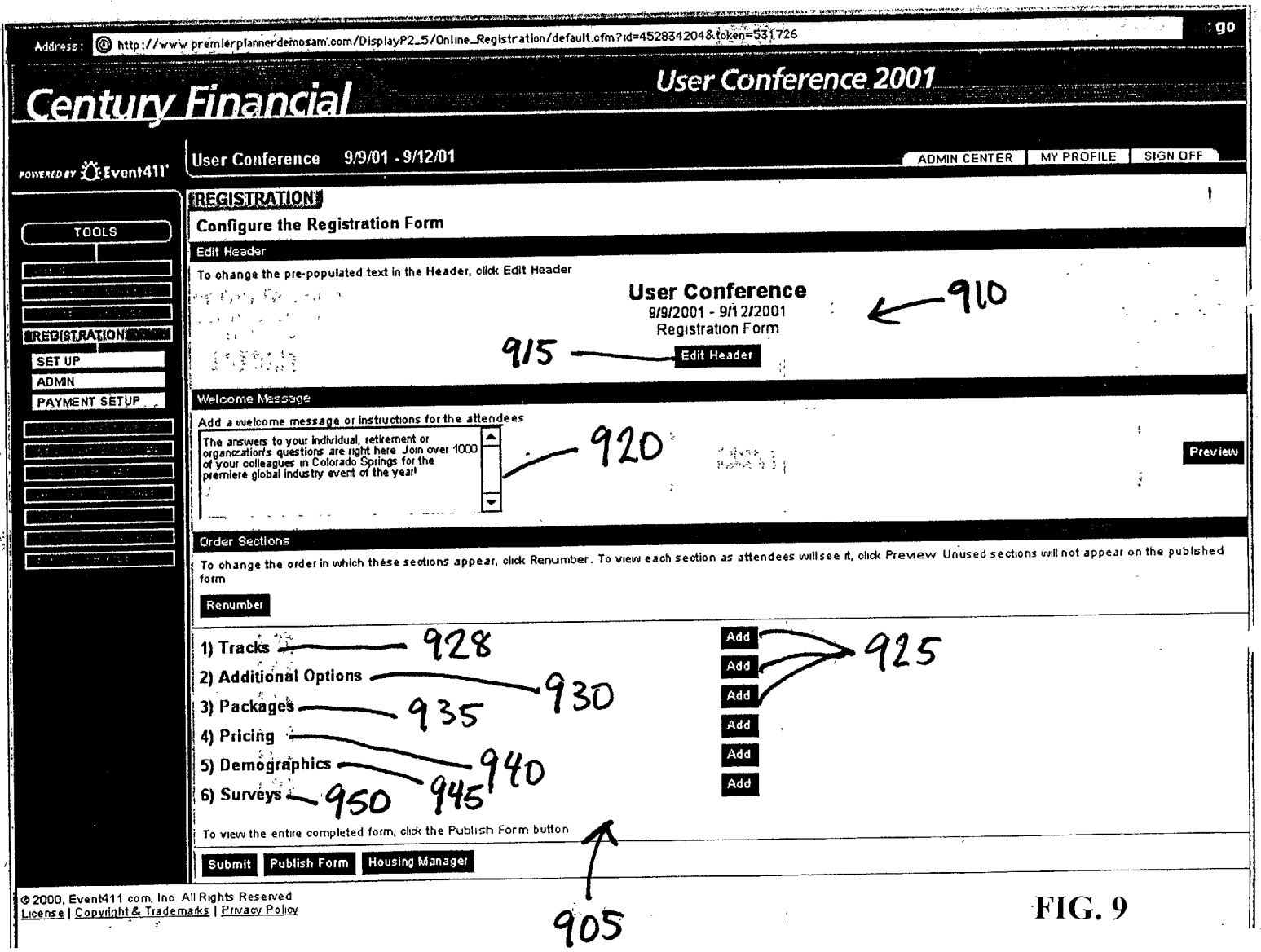

FIG. 9

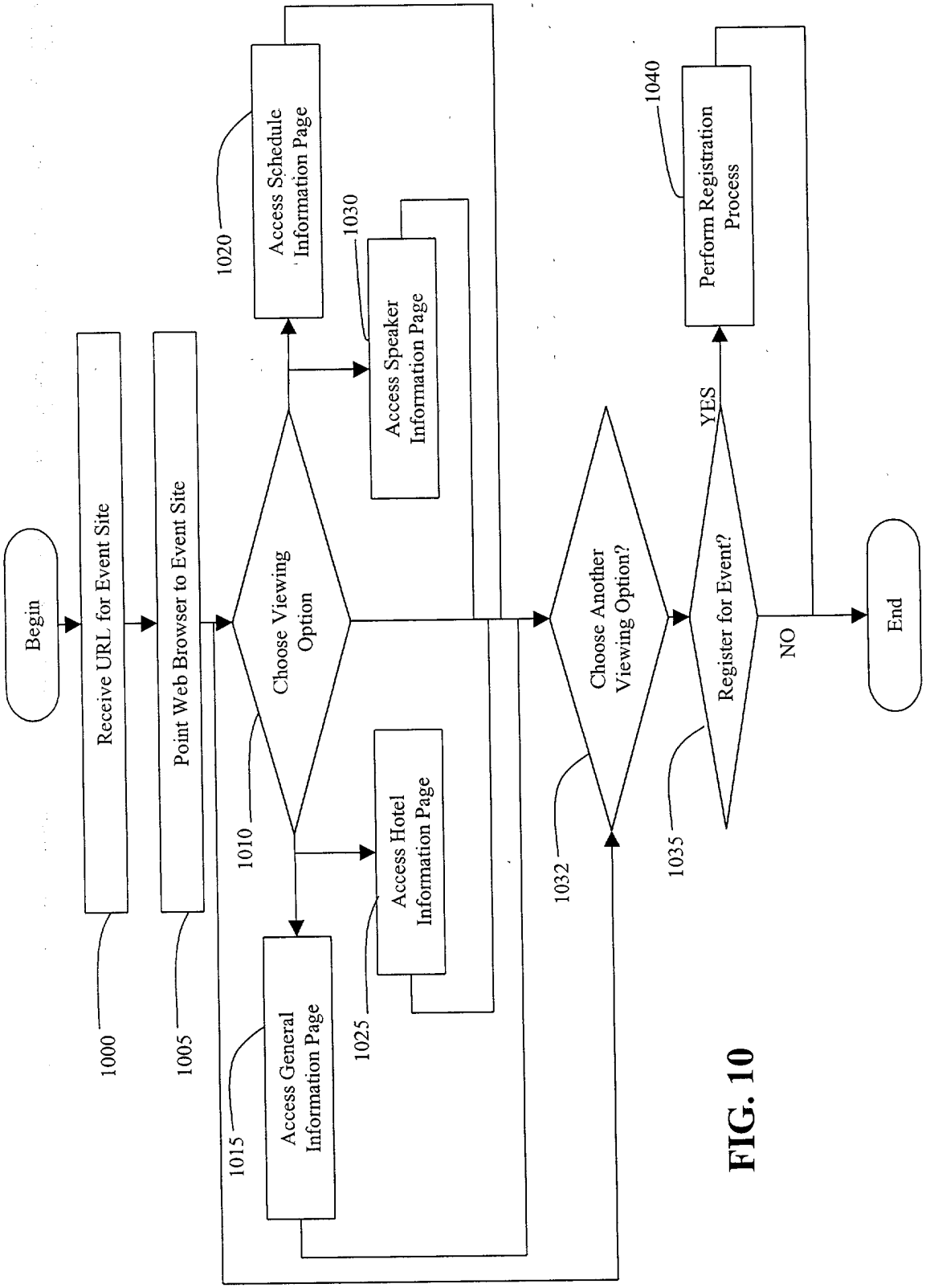
Begin
Receive URL for Event Site
Point Web Browser to Event Site
Choose Viewing Option
Access Schedule Information Page
Access Speaker Information Page
Access Hotel Information Page
Access General Information Page
Choose Another Viewing Option?
Register for Event?
YES
NO
Perform Registration Process
End
1000
1005
1010
1015
1020
1025
1030
1032
1035
1040

FIG. 10

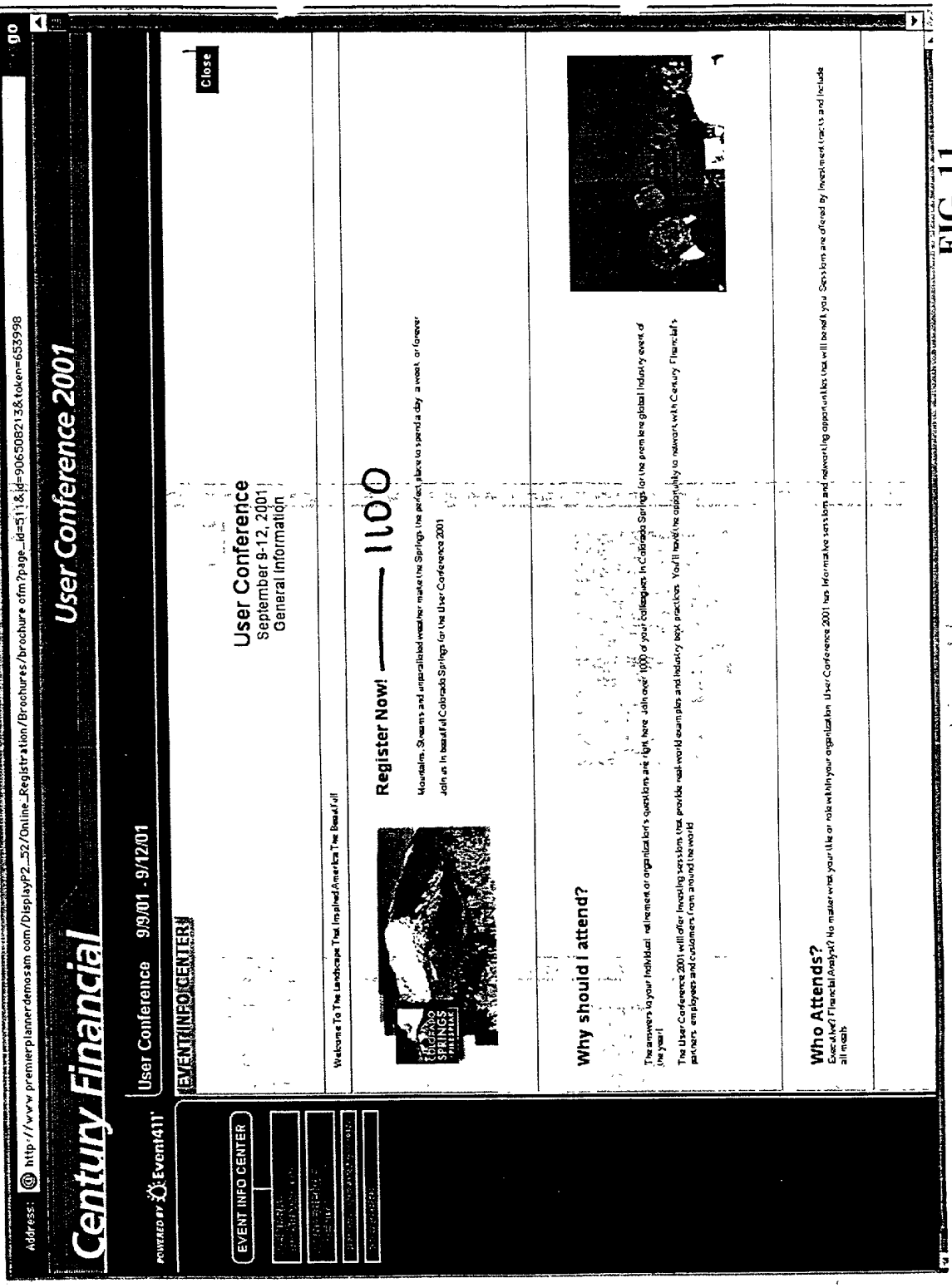
Address: http://www.premierplannerdemosam.com/DisplayP2_52/Online_Registration/Brochures/brochure.cfm?page_id=5118&id=906508213&token=653998
go
Century Financial
User Conference 2001
POWERED BY Event411
User Conference 9/9/01 - 9/12/01
EVENT INFO CENTER
EVENT INFO CENTER
Close
User Conference
September 9-12, 2001
General Information
Welcome To The Landscape That Inspired America's The Beautiful
Register Now! ——— 1100
Mountains. Streams and unparalleled weather make the Springs the perfect place to spend a day, a week, or forever
Join us in beautiful Colorado Springs for the User Conference 2001
Why should I attend?
The answers to your individual retirement or organization's questions are right here. Join over 1000 of your colleagues in Colorado Springs for the premiere global industry event of the year!
The User Conference 2001 will offer investing sessions that provide real-world examples and industry best practices. You'll have the opportunity to network with Century Financial's partners, employees and customers from around the world
Who Attends?
Executive? Financial Analyst? No matter what your title or role within your organization User Conference 2001 has information sessions and networking opportunities that will benefit you. Sessions are offered by investment tracks and include all levels

FIG. 11

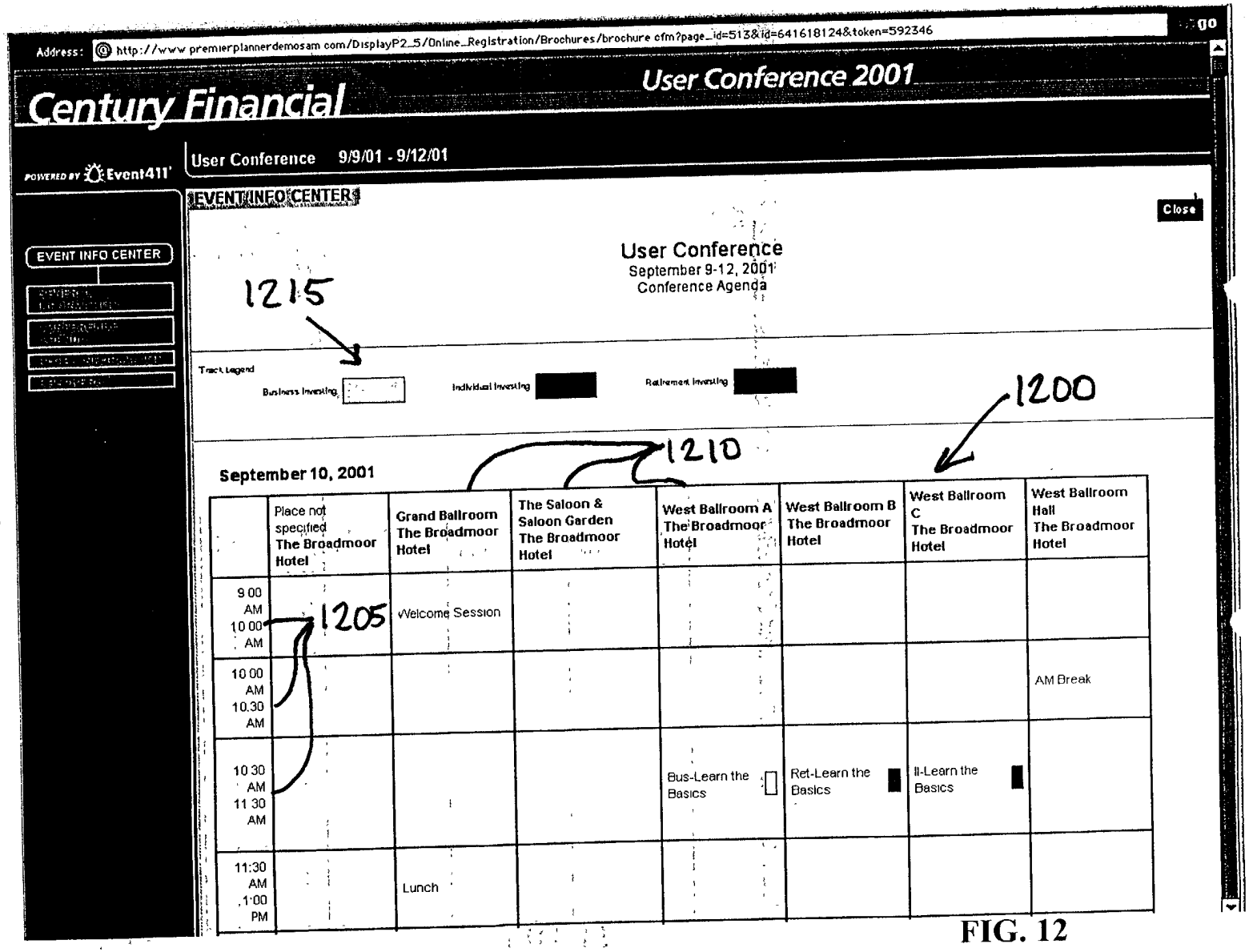

FIG. 12

Attorney: James M. Collison
Docket No.: 47758/JMC/E301
Inventor(s): Daniel E. Jameson et al.
Title: METHOD AND SYSTEM FOR INTERNET BASED EVENT PLANNING AND EVENT MANAGEMENT
Sheet 12 of 48

20020704.1245.0001

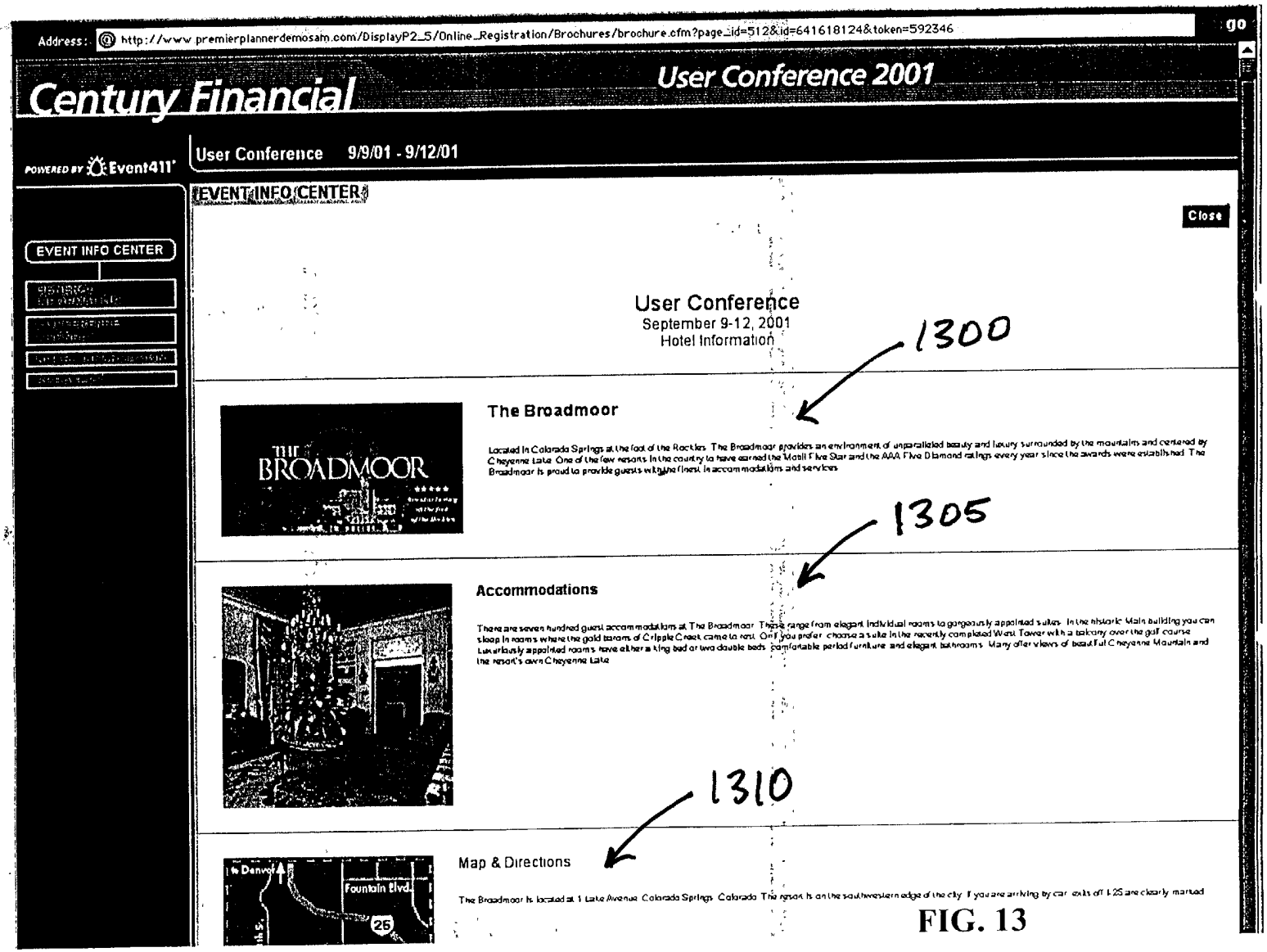

FIG. 13

Attorney: James M. Collison
Docket No.: 47758/JMC/E301
Inventor(s): Daniel E. Jameson et al.
Title: METHOD AND SYSTEM FOR INTERNET BASED EVENT PLANNING AND EVENT MANAGEMENT
Sheet 13 of 48

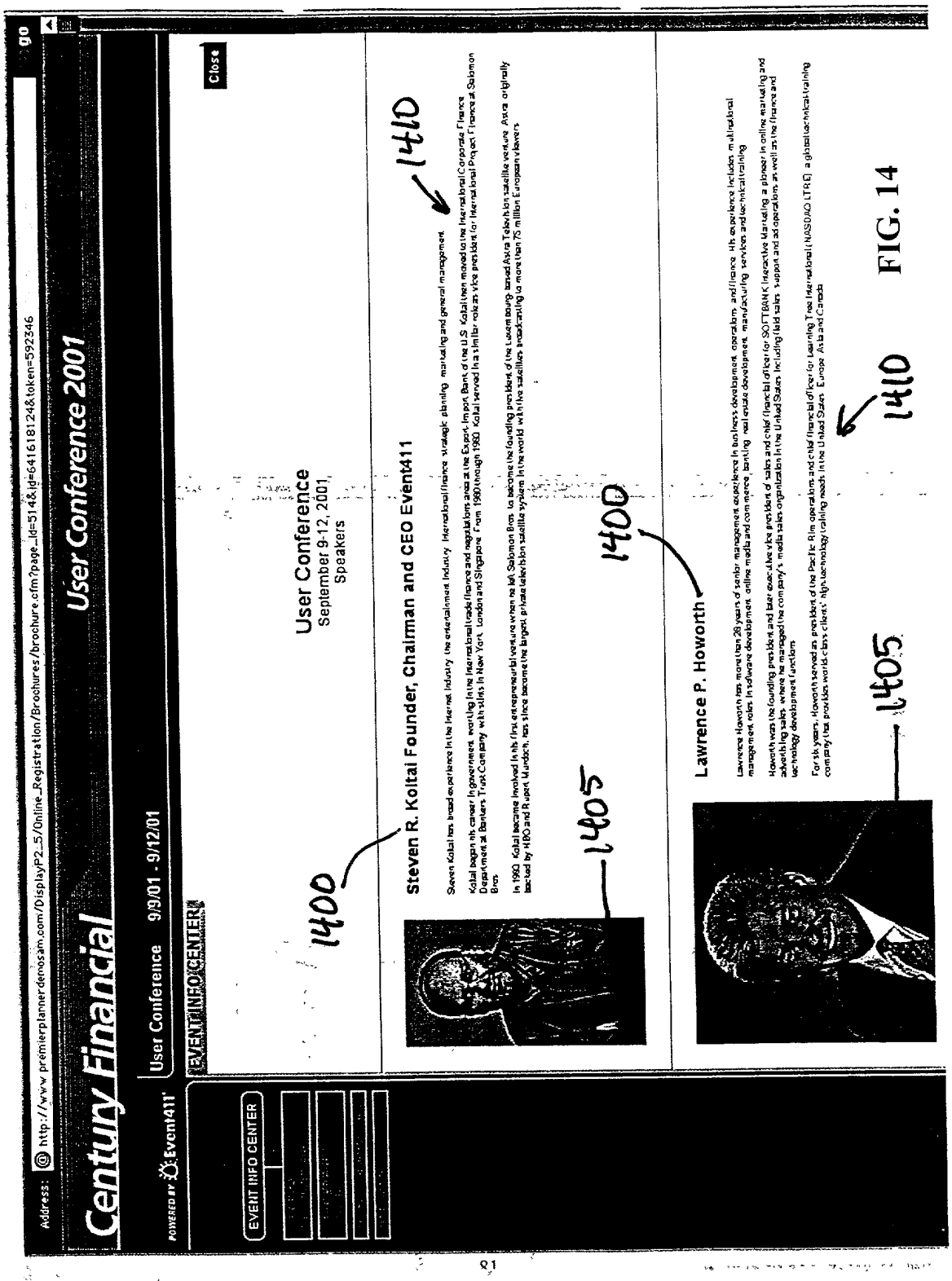
Address: http://www.premierplanner.demosam.com/DisplayP2_5/Online_Registration/Brochures/brochure.cfm?page_id=514&id=64161818124&token=592346
go
Century Financial
User Conference 2001
POWERED BY Event411
User Conference 9/9/01 - 9/12/01
EVENT INFO CENTER
EVENT INFO CENTER
Close
User Conference
September 9-12, 2001
Speakers
1400
Steven R. Koltai Founder, Chairman and CEO Event411
1410
Steven Koltai has broad experience in the Internet industry, the entertainment industry, international finance, strategic planning, marketing and general management.
Koltai began his career in government, working in the International trade/finance and negotiations area at the Export-Import Bank of the U.S. Koltai then moved to the International Corporate Finance Department at Bankers Trust Company with sales in New York, London and Singapore. From 1980 through 1983 Koltai served in a similar role as vice president for International Project Finance at Salomon Bros.
In 1983, Koltai became involved in his first entrepreneurial venture when he left Salomon Bros. to become the founding president of the Luxembourg-based Astra Television satellite venture. Astra originally backed by HBO and Rupert Murdoch, has since become the largest, private television satellite system in the world with five satellites broadcasting to more than 75 million European viewers.
1405
1400
Lawrence P. Howorth
Lawrence Howorth has more than 20 years of senior management experience in business development, operations, and finance. His experience includes multinational management roles in software development, online media and computers, banking, real estate development, manufacturing services and technical training.
Howorth was the founding president and later executive vice president of sales and chief financial officer for SOFTBANK Interactive Marketing, a pioneer in online marketing and advertising sales where he managed the company's media sales organization in the United States including field sales, support and ad operations, as well as the finance and technology development functions.
For six years, Howorth served as president of the Pacific Rim operations and chief financial officer for Learning Tree International (NASDAQ:LTRE), a global technical training company that provides world-class clients' high technology training needs in the United States, Europe, Asia and Canada.
1405
1410

FIG. 14

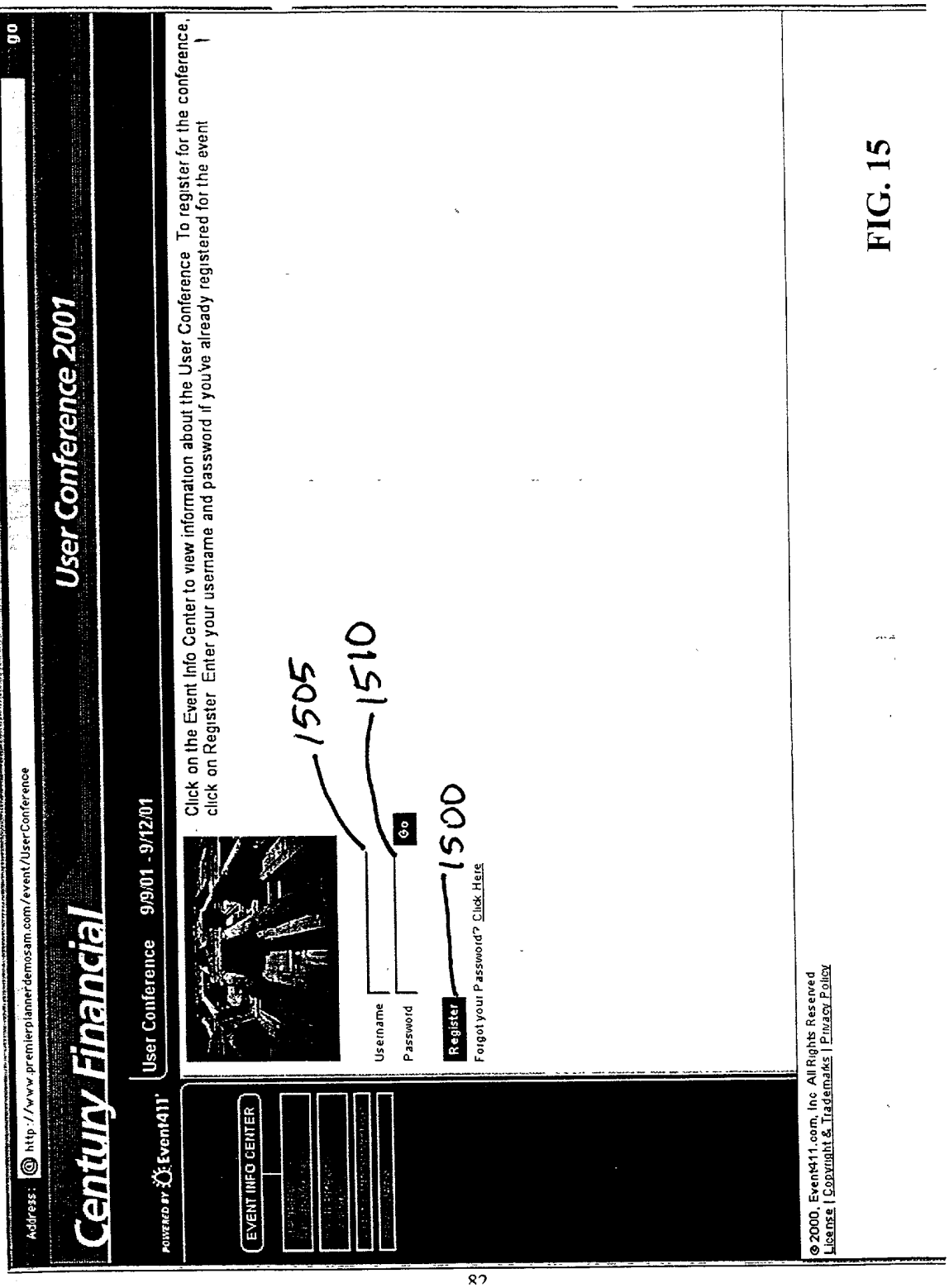
Address: http://www.premierplannerdemocam.com/event/UserConference
go
Century Financial
User Conference 2001
POWERED BY Event411
User Conference 9/9/01 - 9/12/01
EVENT INFO CENTER
Click on the Event Info Center to view information about the User Conference. To register for the conference, click on Register. Enter your username and password if you've already registered for the event
1505
1510
Username
Password
Go
Register
1500
Forgot your Password? Click Here
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FIG. 15

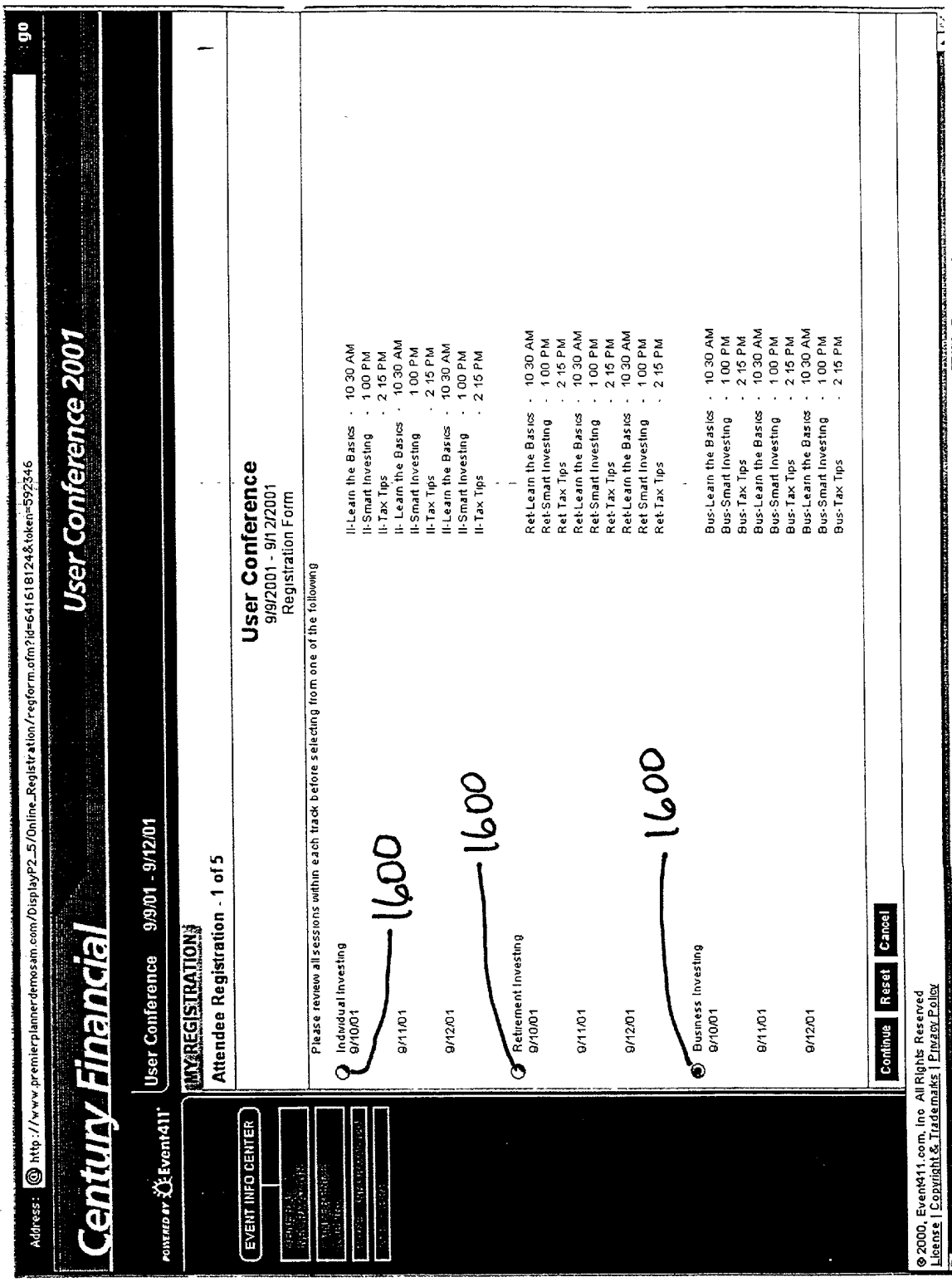
Address: http://www.premierplannerdemosam.com/DisplayP2_5/Online_Registration/regform.cfm?id=641618124&token=592346
go
Century Financial
User Conference 2001
POWERED BY Event411
User Conference 9/9/01 - 9/12/01
EVENT INFO CENTER
MY REGISTRATION
Attendee Registration - 1 of 5
User Conference
9/9/2001 - 9/12/2001
Registration Form
Please review all sessions within each track before selecting from one of the following
Individual Investing
9/10/01
II-Learn the Basics - 10:30 AM
II-Smart Investing - 1:00 PM
II-Tax Tips - 2:15 PM
9/11/01
II- Learn the Basics - 10:30 AM
II-Smart Investing - 1:00 PM
II-Tax Tips - 2:15 PM
9/12/01
II-Learn the Basics - 10:30 AM
II-Smart Investing - 1:00 PM
II-Tax Tips - 2:15 PM
1600
Retirement Investing
9/10/01
Ret-Learn the Basics - 10:30 AM
Ret-Smart Investing - 1:00 PM
Ret Tax Tips - 2:15 PM
9/11/01
Ret-Learn the Basics - 10:30 AM
Ret-Smart Investing - 1:00 PM
Ret-Tax Tips - 2:15 PM
9/12/01
Ret-Learn the Basics - 10:30 AM
Ret Smart Investing - 1:00 PM
Ret-Tax Tips - 2:15 PM
1600
Business Investing
9/10/01
Bus-Learn the Basics - 10:30 AM
Bus-Smart Investing - 1:00 PM
Bus-Tax Tips - 2:15 PM
9/11/01
Bus-Learn the Basics - 10:30 AM
Bus-Smart Investing - 1:00 PM
Bus-Tax Tips - 2:15 PM
9/12/01
Bus-Learn the Basics - 10:30 AM
Bus-Smart Investing - 1:00 PM
Bus-Tax Tips - 2:15 PM
1600
Continue
Reset
Cancel
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FIG. 16

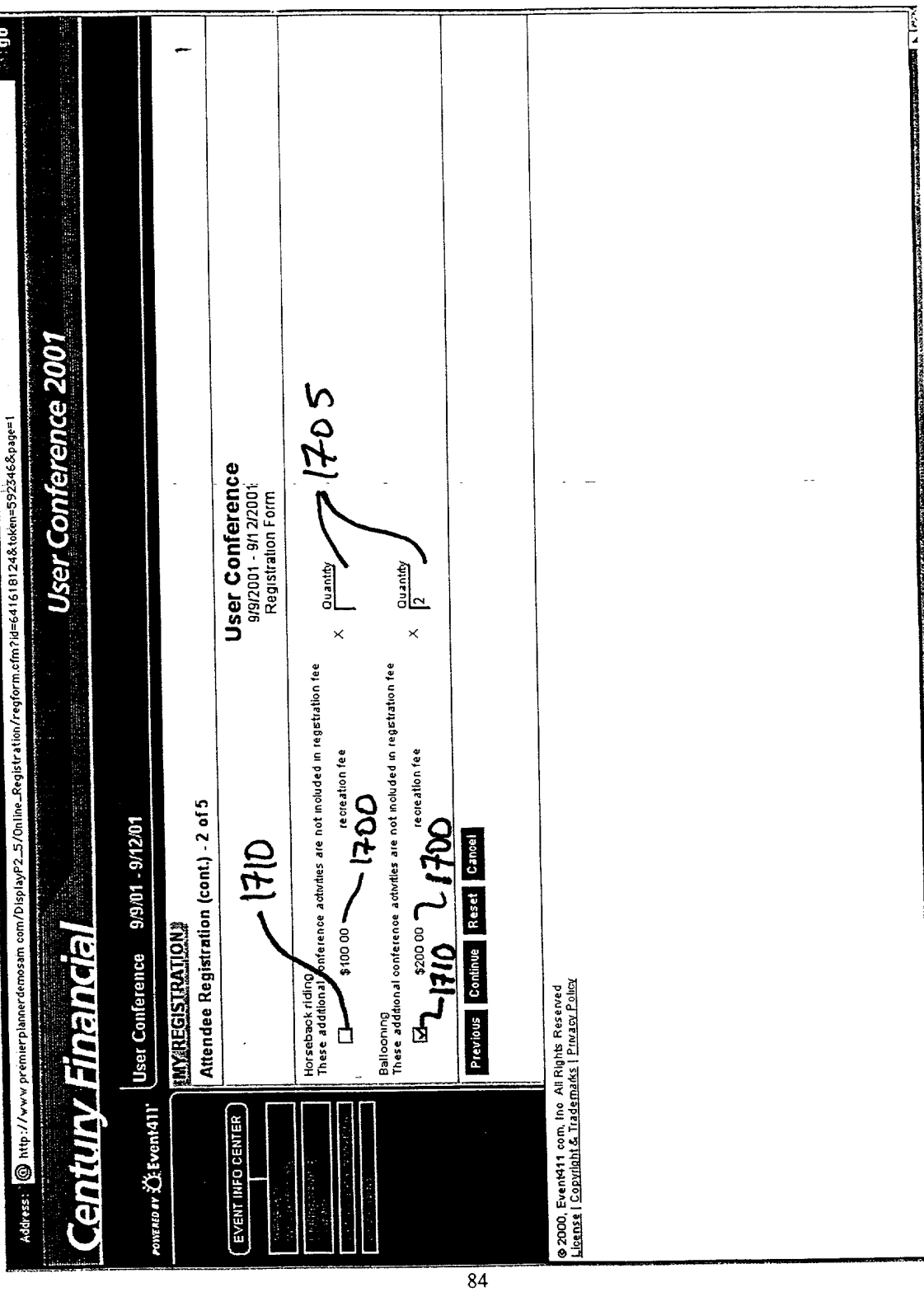
Address: http://www.premierplannerdemosam.com/DisplayP2_5/Online_Registration/regform.cfm?id=641618124&token=5923468&page=1
go
Century Financial
User Conference 2001
POWERED BY Event411
User Conference 9/9/01 - 9/12/01
EVENT INFO CENTER
MY REGISTRATION
Attendee Registration (cont.) - 2 of 5
1710
User Conference
9/9/2001 - 9/12/2001
Registration Form
Horseback riding
These additional conference activities are not included in registration fee
$100.00
recreation fee
1700
Quantity
1705
Ballooning
These additional conference activities are not included in registration fee
$200.00
recreation fee
1710 1700
Quantity
2
Previous
Continue
Reset
Cancel
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FIG. 17

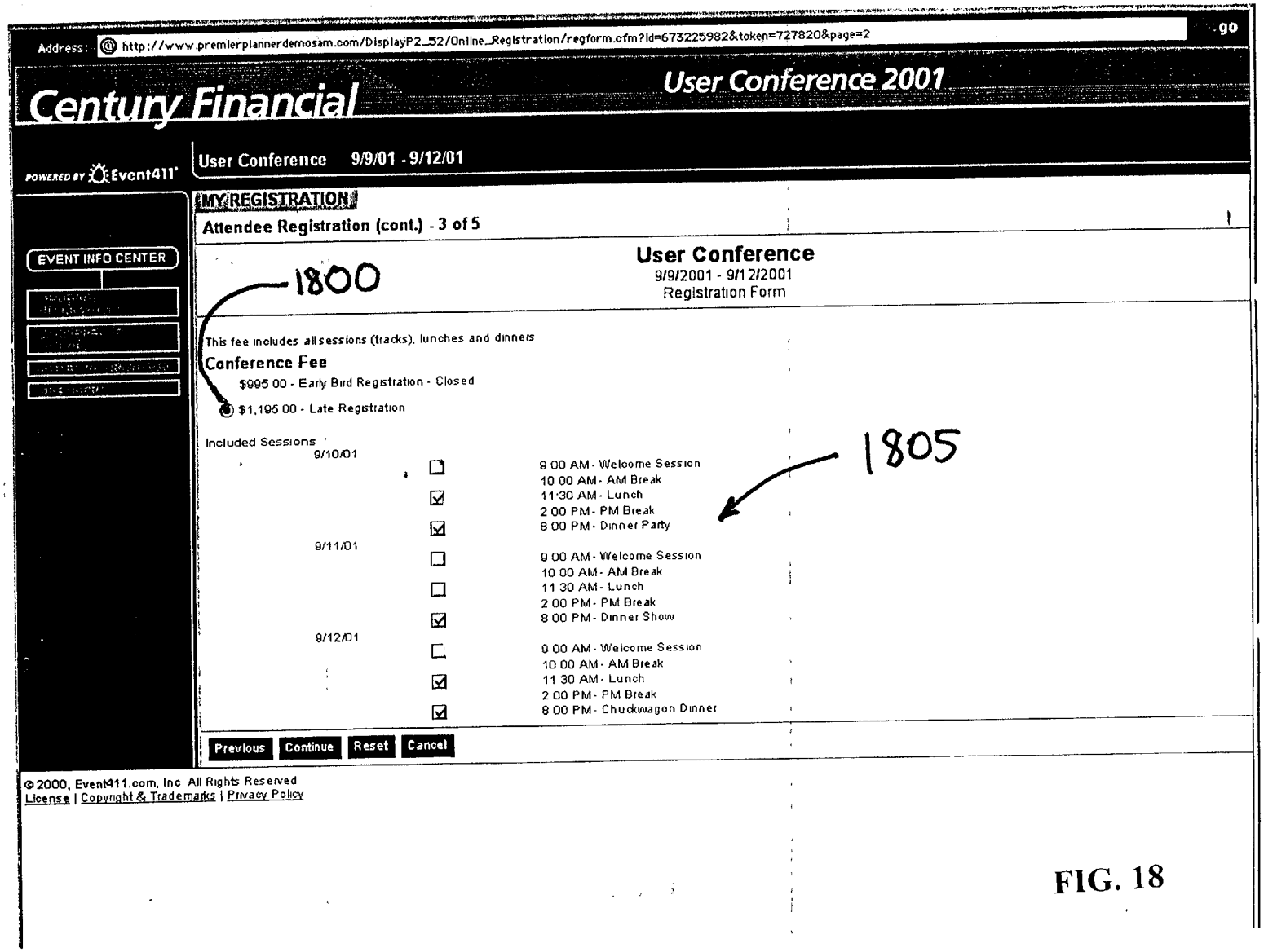

FIG. 18

Attorney: James M. Collison
Docket No.: 47758/JMC/E301
Inventor(s): Daniel E Jameson et al.
Title: METHOD AND SYSTEM FOR INTERNET BASED EVENT PLANNING AND EVENT MANAGEMENT
Sheet 18 of 48

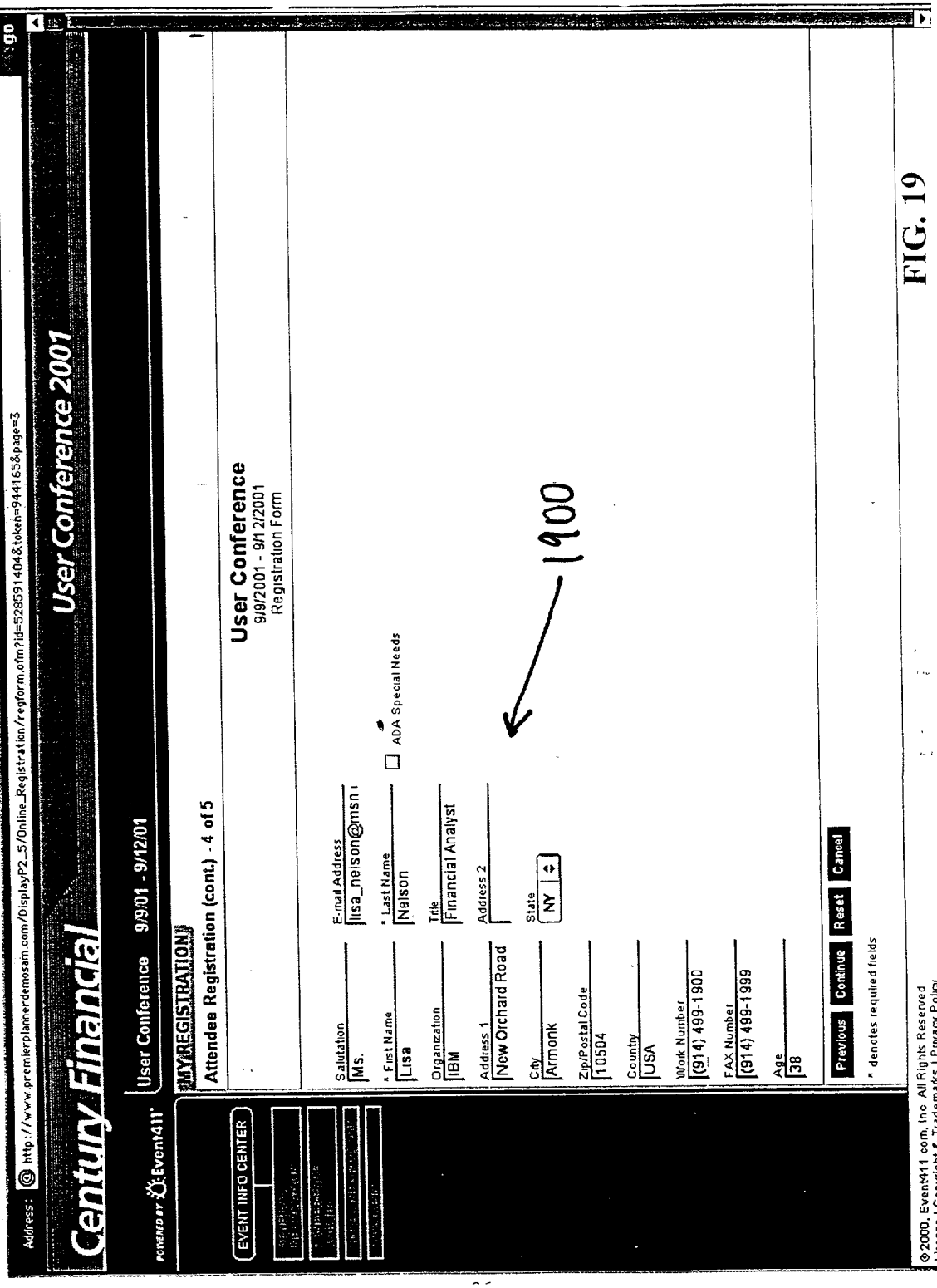
Address: http://www.premierplannerdemosan.com/DisplayP2_5/Online_Registration/regform.cfm?Id=52859140&token=944165&page=3
go
Century Financial
User Conference 2001
POWERED BY Event411
User Conference 9/9/01 - 9/12/01
EVENT INFO CENTER
MY REGISTRATION
Attendee Registration (cont.) - 4 of 5
User Conference
9/9/2001 - 9/12/2001
Registration Form
Salutation
Ms.
E-mail Address
lisa_nelson@msn.com
* First Name
Lisa
* Last Name
Nelson
ADA Special Needs
Organization
IBM
Title
Financial Analyst
Address 1
New Orchard Road
Address 2
City
Armonk
State
NY
Zip/Postal Code
10504
Country
USA
Work Number
(914) 499-1900
FAX Number
(914) 499-1999
Age
38
Previous
Continue
Reset
Cancel
* denotes required fields
1900
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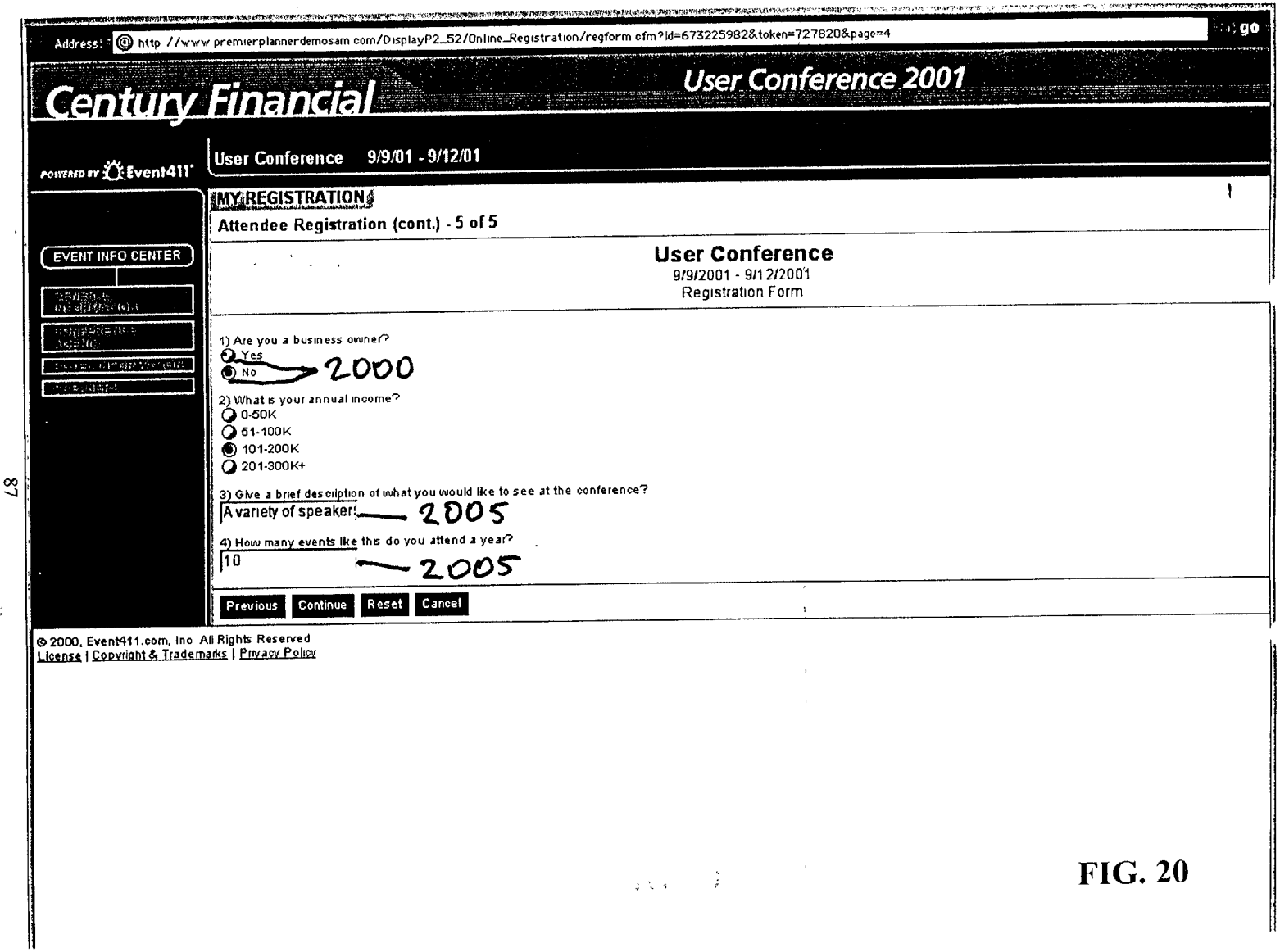
FIG. 19

Attorney: James M. Collison
Docket No.: 47758/JMC/E301
Inventor(s): Daniel E. Jameson et al.
Title: METHOD AND SYSTEM FOR INTERNET BASED EVENT PLANNING AND EVENT MANAGEMENT
Sheet 20 of 48



87

FIG. 20

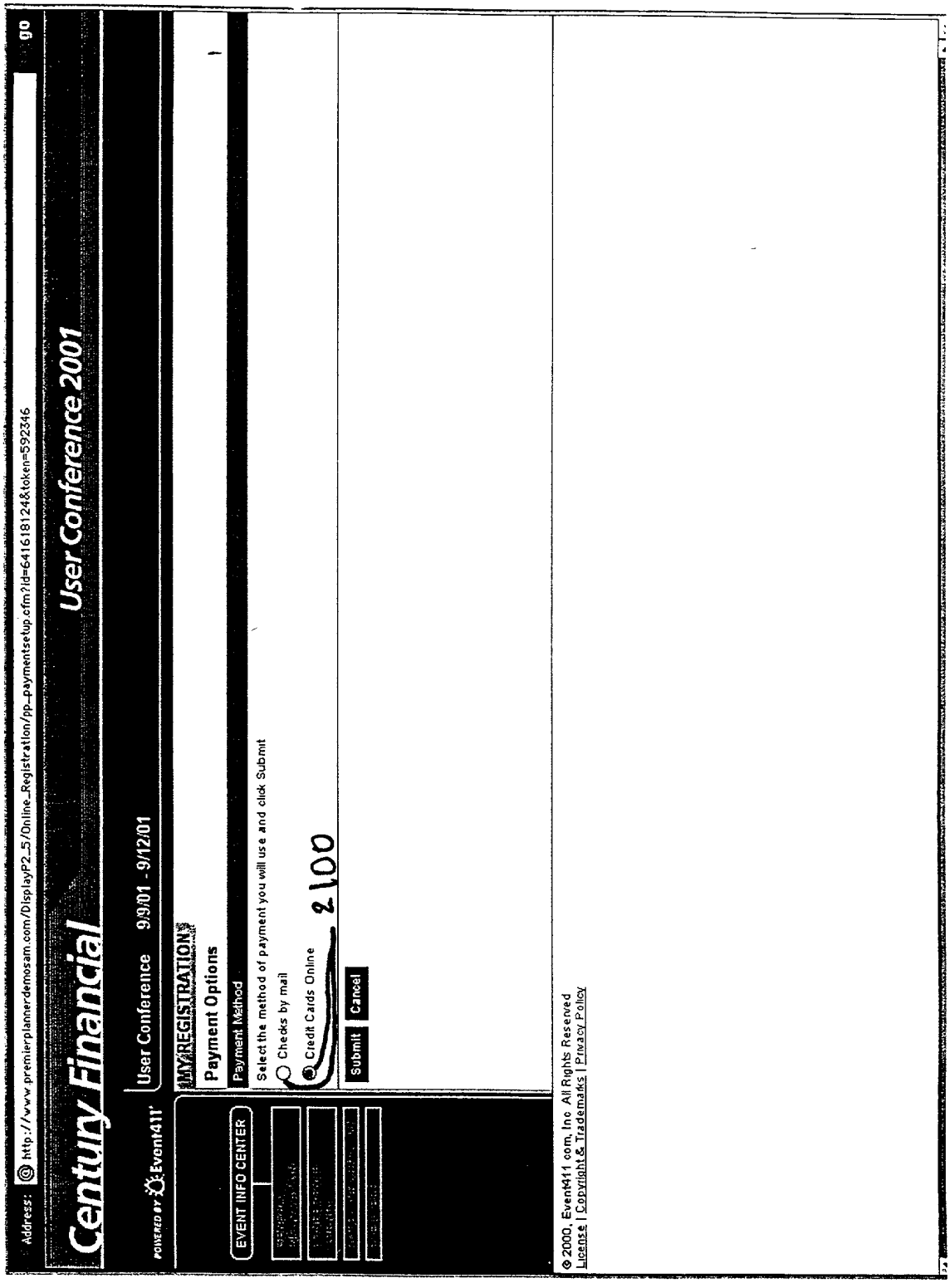

Address:
http://www.premierplannerdemosam.com/DisplayP2_5/Online_Registration/pp_paymentsetup.cfm?id=641618124&token=592346
go
Century Financial
User Conference 2001
POWERED BY Event411
User Conference 9/9/01 - 9/12/01
EVENT INFO CENTER
MY REGISTRATION
Payment Options
Payment Method
Select the method of payment you will use and click Submit
Checks by mail
Credit Cards Online
2100
Submit
Cancel
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FIG. 21

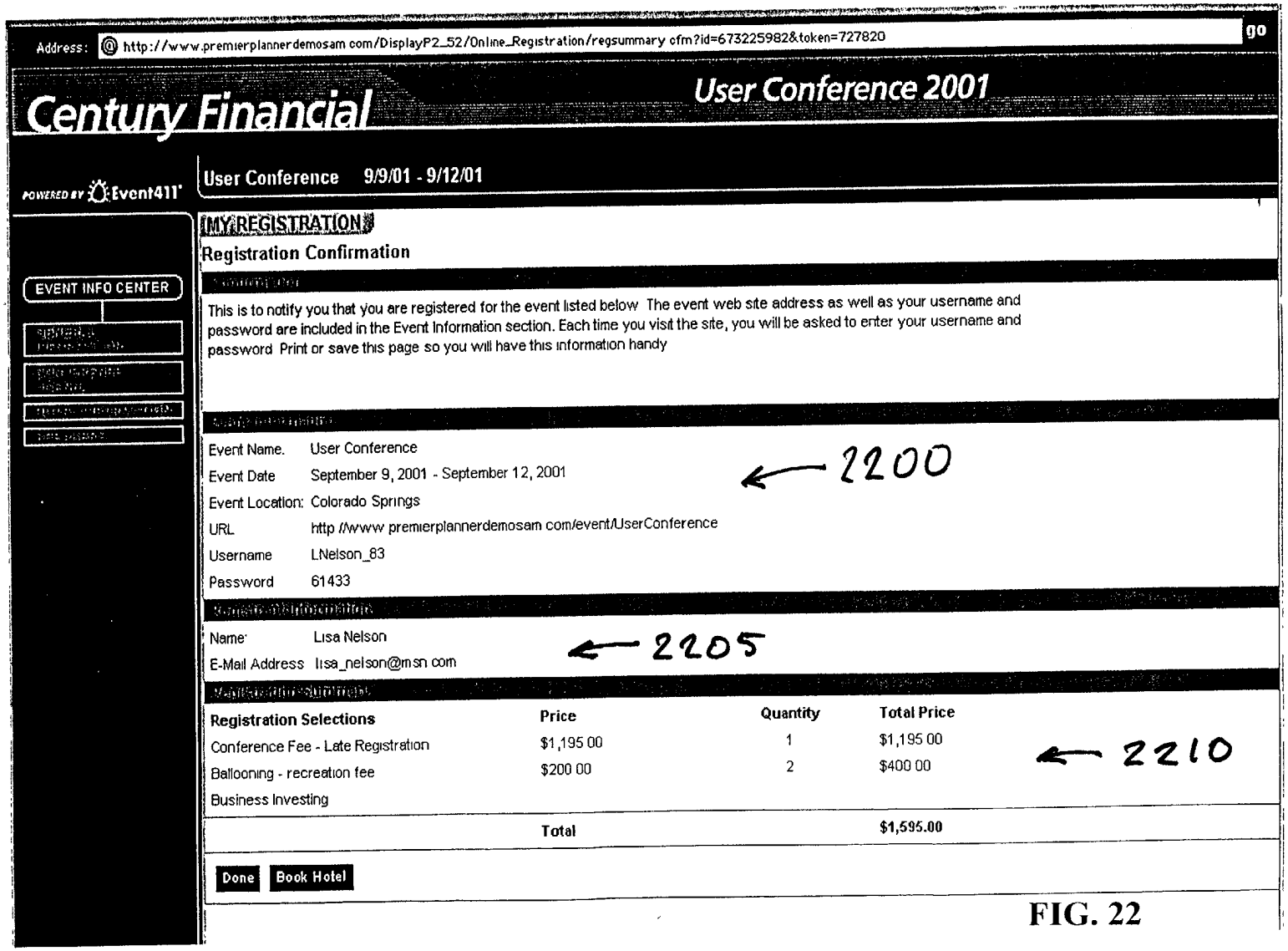


FIG. 22

Attorney: James M. Collison
Docket No.: 47758/JMC/E301
Inventor(s): Daniel E. Jameson et al.
Title: METHOD AND SYSTEM FOR INTERNET BASED EVENT PLANNING AND EVENT MANAGEMENT
Sheet 22 of 48

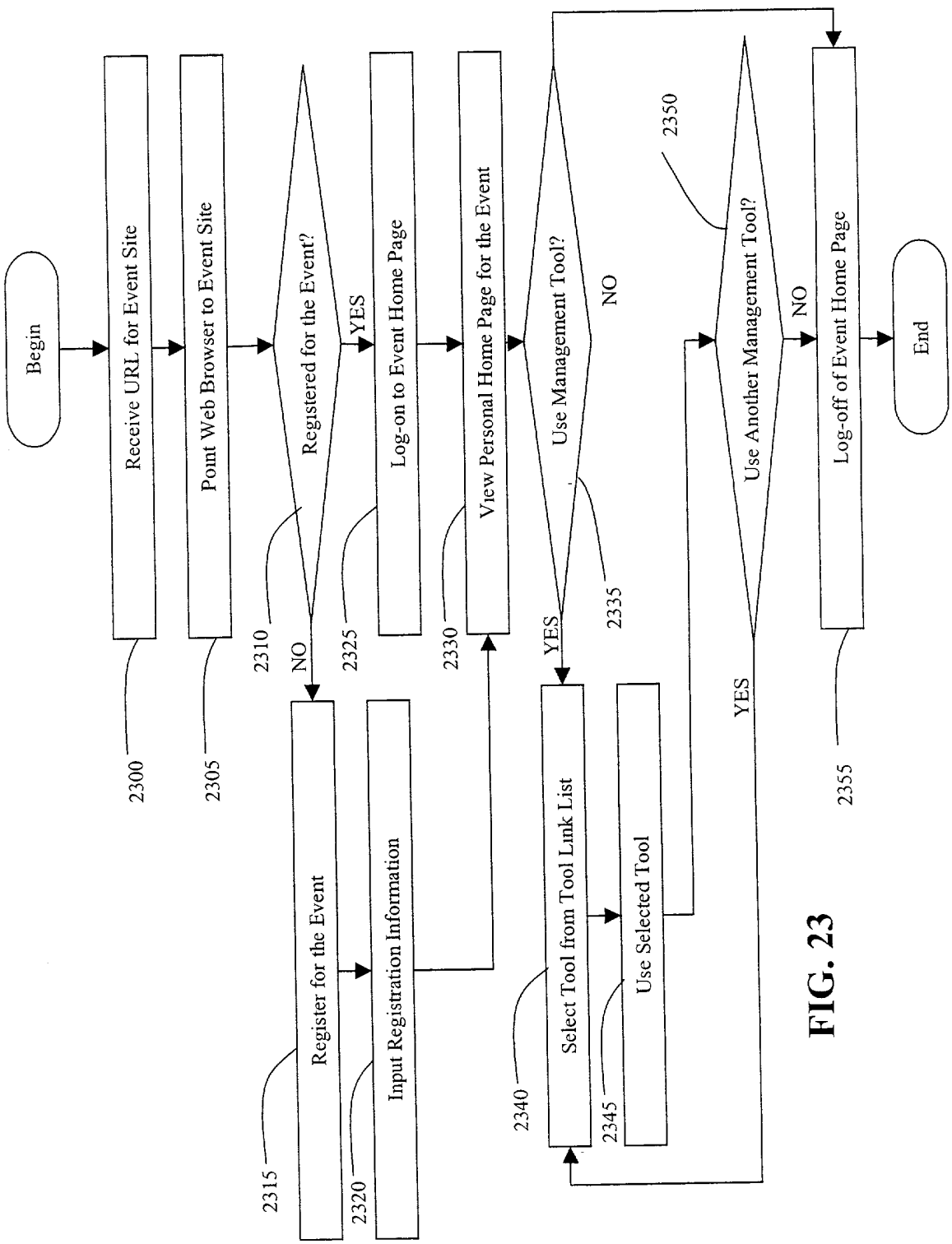

Begin
Receive URL for Event Site
Point Web Browser to Event Site
Registered for the Event?
YES
NO
Log-on to Event Home Page
View Personal Home Page for the Event
Use Management Tool?
YES
NO
Select Tool from Tool Link List
Use Selected Tool
Use Another Management Tool?
YES
NO
Log-off of Event Home Page
End
Register for the Event
Input Registration Information
2300
2305
2310
2315
2320
2325
2330
2335
2340
2345
2350
2355

FIG. 23

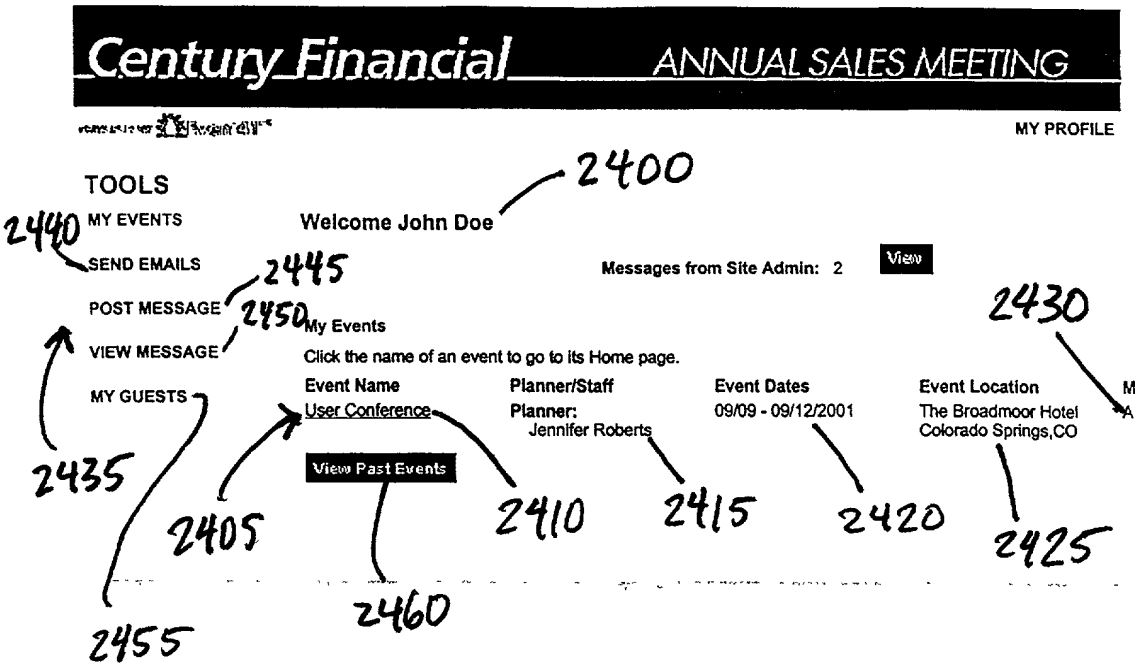

Century Financial
ANNUAL SALES MEETING
MY PROFILE
TOOLS
MY EVENTS
SEND EMAILS
POST MESSAGE
VIEW MESSAGE
MY GUESTS
Welcome John Doe
Messages from Site Admin: 2
View
My Events
Click the name of an event to go to its Home page.
Event Name
Planner/Staff
Event Dates
Event Location
User Conference
Planner:
Jennifer Roberts
09/09 - 09/12/2001
The Broadmoor Hotel
Colorado Springs,CO
View Past Events
2400
2405
2410
2415
2420
2425
2430
2435
2440
2445
2450
2455
2460

FIG. 24

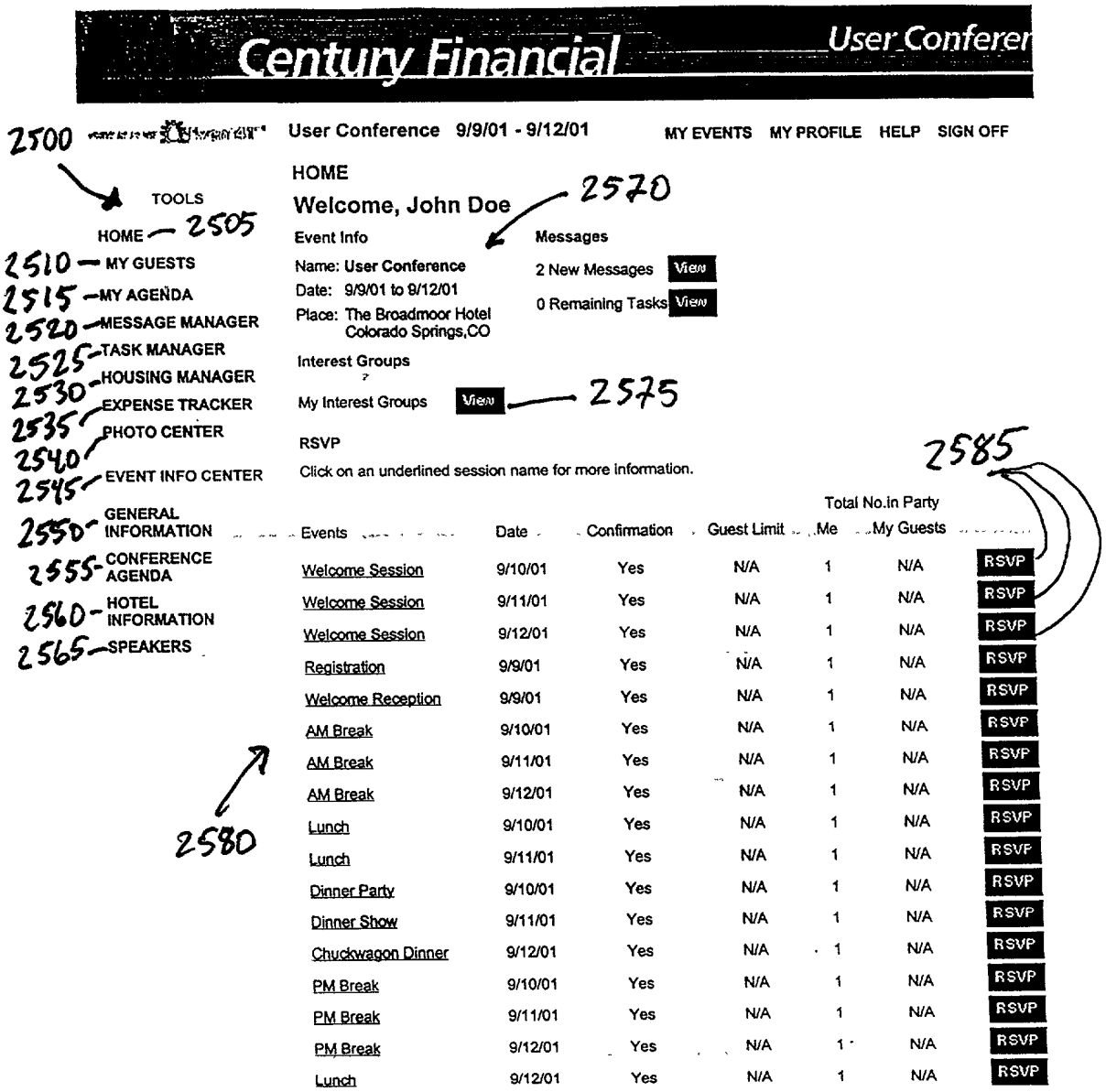

Century Financial
User Conferer
2500
User Conference 9/9/01 - 9/12/01
MY EVENTS MY PROFILE HELP SIGN OFF
TOOLS
HOME 2505
2510 MY GUESTS
2515 MY AGENDA
2520 MESSAGE MANAGER
2525 TASK MANAGER
2530 HOUSING MANAGER
2535 EXPENSE TRACKER
2540 PHOTO CENTER
2545 EVENT INFO CENTER
2550 GENERAL INFORMATION
2555 CONFERENCE AGENDA
2560 HOTEL INFORMATION
2565 SPEAKERS
HOME
Welcome, John Doe
2570
Event Info
Name: User Conference
Date: 9/9/01 to 9/12/01
Place: The Broadmoor Hotel Colorado Springs,CO
Messages
2 New Messages View
0 Remaining Tasks View
Interest Groups
My Interest Groups View
2575
RSVP
Click on an underlined session name for more information.
2585
Total No.in Party
Events | Date | Confirmation | Guest Limit | Me | My Guests
Welcome Session | 9/10/01 | Yes | N/A | 1 | N/A | RSVP
Welcome Session | 9/11/01 | Yes | N/A | 1 | N/A | RSVP
Welcome Session | 9/12/01 | Yes | N/A | 1 | N/A | RSVP
Registration | 9/9/01 | Yes | N/A | 1 | N/A | RSVP
Welcome Reception | 9/9/01 | Yes | N/A | 1 | N/A | RSVP
AM Break | 9/10/01 | Yes | N/A | 1 | N/A | RSVP
AM Break | 9/11/01 | Yes | N/A | 1 | N/A | RSVP
AM Break | 9/12/01 | Yes | N/A | 1 | N/A | RSVP
Lunch | 9/10/01 | Yes | N/A | 1 | N/A | RSVP
Lunch | 9/11/01 | Yes | N/A | 1 | N/A | RSVP
Dinner Party | 9/10/01 | Yes | N/A | 1 | N/A | RSVP
Dinner Show | 9/11/01 | Yes | N/A | 1 | N/A | RSVP
Chuckwagon Dinner | 9/12/01 | Yes | N/A | 1 | N/A | RSVP
PM Break | 9/10/01 | Yes | N/A | 1 | N/A | RSVP
PM Break | 9/11/01 | Yes | N/A | 1 | N/A | RSVP
PM Break | 9/12/01 | Yes | N/A | 1 | N/A | RSVP
Lunch | 9/12/01 | Yes | N/A | 1 | N/A | RSVP
2580

FIG. 25

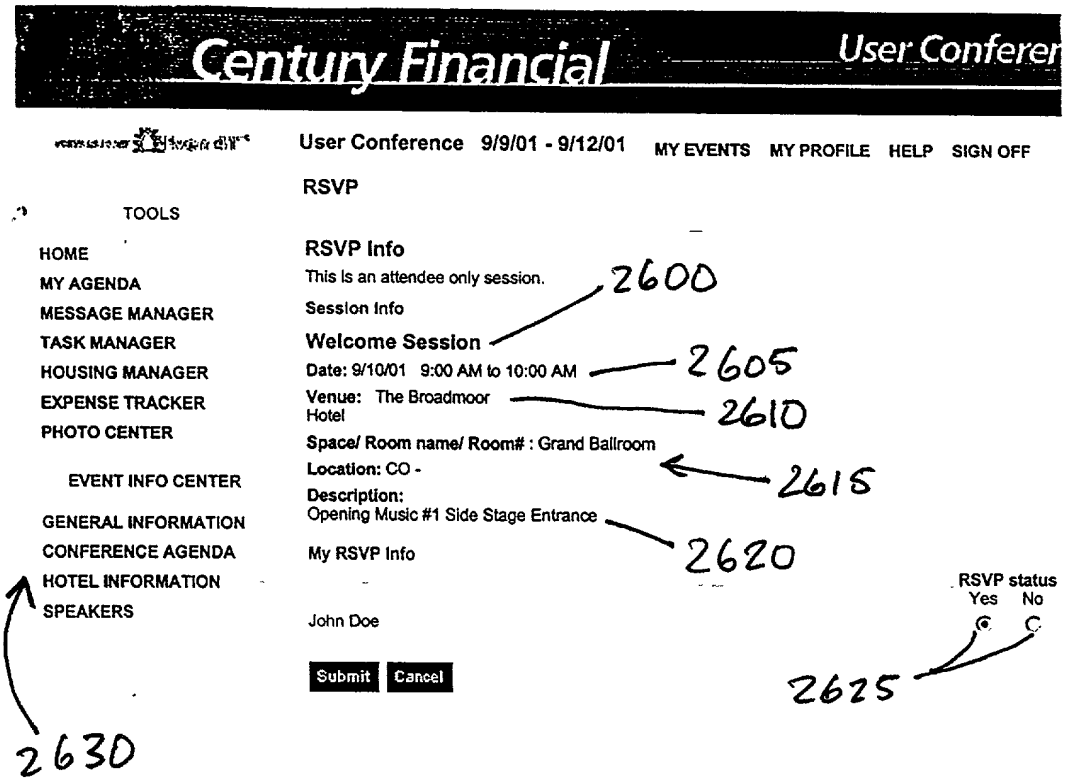
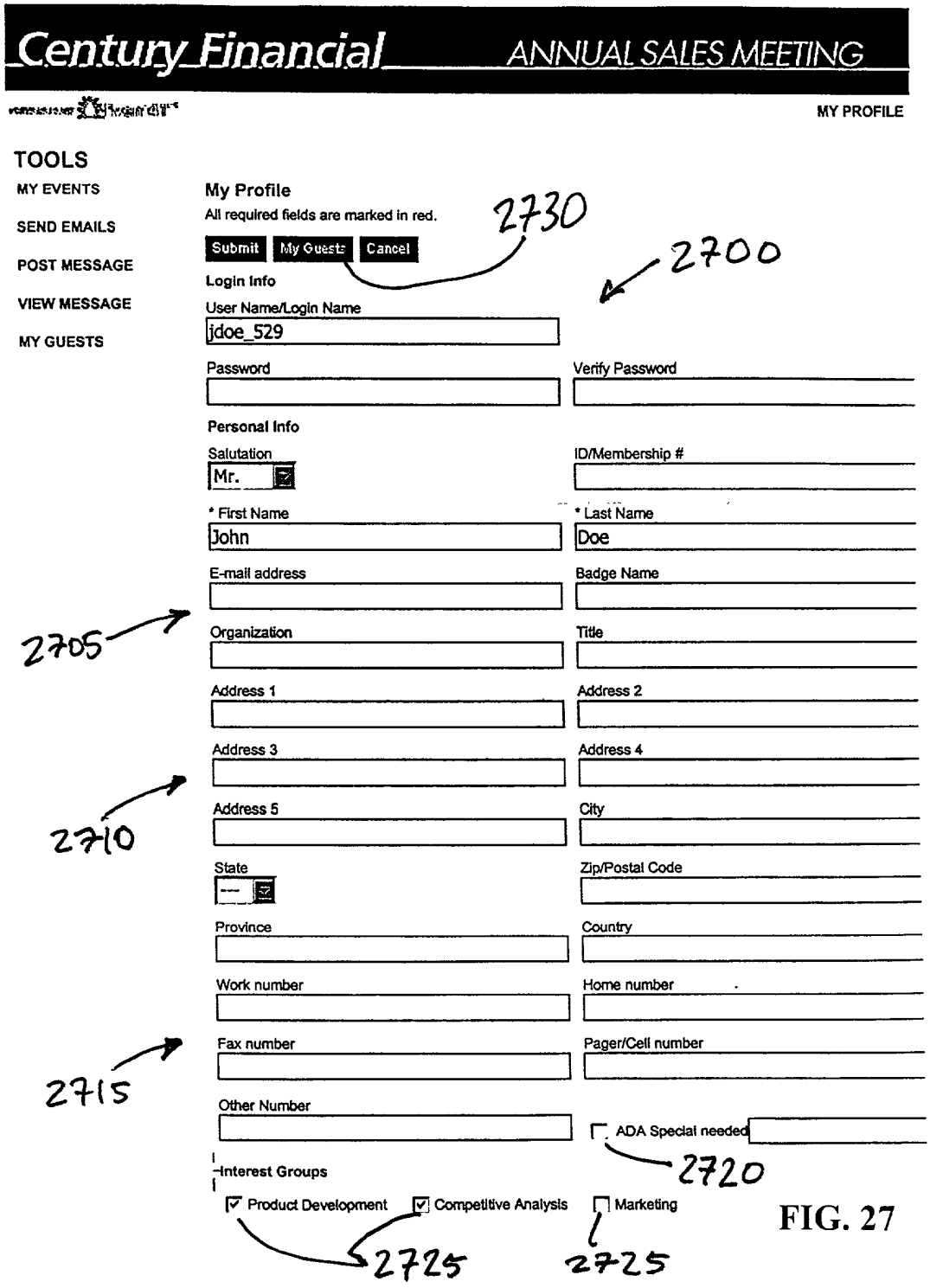

Century Financial
User Conferer
User Conference 9/9/01 - 9/12/01
MY EVENTS
MY PROFILE
HELP
SIGN OFF
RSVP
TOOLS
HOME
MY AGENDA
MESSAGE MANAGER
TASK MANAGER
HOUSING MANAGER
EXPENSE TRACKER
PHOTO CENTER
EVENT INFO CENTER
GENERAL INFORMATION
CONFERENCE AGENDA
HOTEL INFORMATION
SPEAKERS
RSVP Info
This is an attendee only session.
Session Info
Welcome Session
Date: 9/10/01 9:00 AM to 10:00 AM
Venue: The Broadmoor Hotel
Space/ Room name/ Room# : Grand Ballroom
Location: CO -
Description:
Opening Music #1 Side Stage Entrance
My RSVP Info
John Doe
RSVP status
Yes
No
Submit
Cancel
2600
2605
2610
2615
2620
2625
2630

FIG. 26


Century Financial
ANNUAL SALES MEETING
MY PROFILE
TOOLS
MY EVENTS
SEND EMAILS
POST MESSAGE
VIEW MESSAGE
MY GUESTS
My Profile
All required fields are marked in red.
Submit
My Guests
Cancel
2730
2700
Login Info
User Name/Login Name
jdoe_529
Password
Verify Password
Personal Info
Salutation
Mr.
ID/Membership #
* First Name
John
* Last Name
Doe
E-mail address
Badge Name
2705
Organization
Title
Address 1
Address 2
Address 3
Address 4
2710
Address 5
City
State

Zip/Postal Code
Province
Country
Work number
Home number
Fax number
Pager/Cell number
2715
Other Number
ADA Special needed
2720
Interest Groups
Product Development
Competitive Analysis
Marketing
2725
2725

FIG. 27

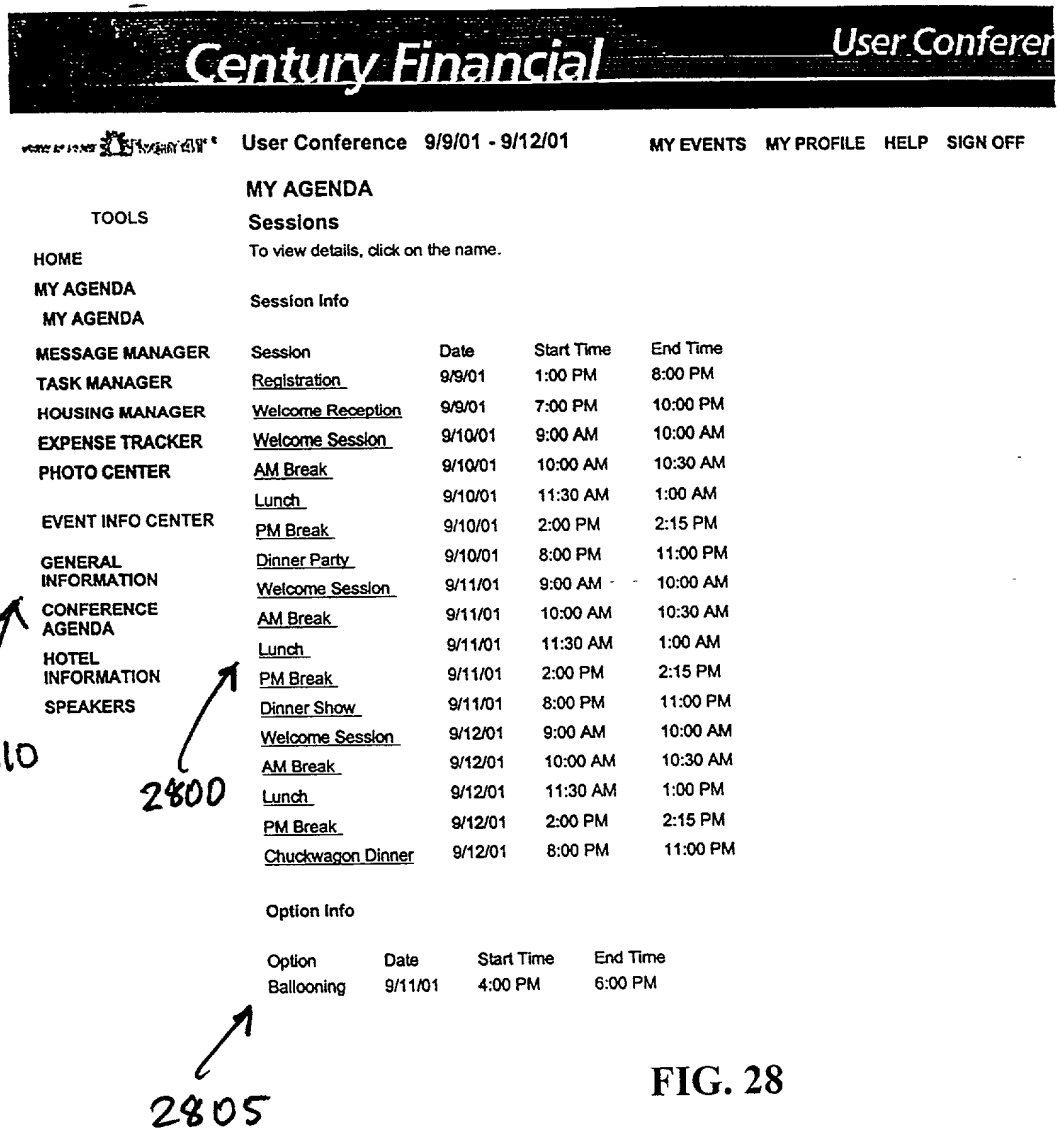

Century Financial
User Conferer
User Conference 9/9/01 - 9/12/01
MY EVENTS MY PROFILE HELP SIGN OFF
TOOLS
HOME
MY AGENDA
MY AGENDA
MESSAGE MANAGER
TASK MANAGER
HOUSING MANAGER
EXPENSE TRACKER
PHOTO CENTER
EVENT INFO CENTER
GENERAL INFORMATION
CONFERENCE AGENDA
HOTEL INFORMATION
SPEAKERS
2610
2800
2805
MY AGENDA
Sessions
To view details, click on the name.
Session Info
Session Date Start Time End Time
Registration 9/9/01 1:00 PM 8:00 PM
Welcome Reception 9/9/01 7:00 PM 10:00 PM
Welcome Session 9/10/01 9:00 AM 10:00 AM
AM Break 9/10/01 10:00 AM 10:30 AM
Lunch 9/10/01 11:30 AM 1:00 AM
PM Break 9/10/01 2:00 PM 2:15 PM
Dinner Party 9/10/01 8:00 PM 11:00 PM
Welcome Session 9/11/01 9:00 AM 10:00 AM
AM Break 9/11/01 10:00 AM 10:30 AM
Lunch 9/11/01 11:30 AM 1:00 AM
PM Break 9/11/01 2:00 PM 2:15 PM
Dinner Show 9/11/01 8:00 PM 11:00 PM
Welcome Session 9/12/01 9:00 AM 10:00 AM
AM Break 9/12/01 10:00 AM 10:30 AM
Lunch 9/12/01 11:30 AM 1:00 PM
PM Break 9/12/01 2:00 PM 2:15 PM
Chuckwagon Dinner 9/12/01 8:00 PM 11:00 PM
Option Info
Option Date Start Time End Time
Ballooning 9/11/01 4:00 PM 6:00 PM

FIG. 28

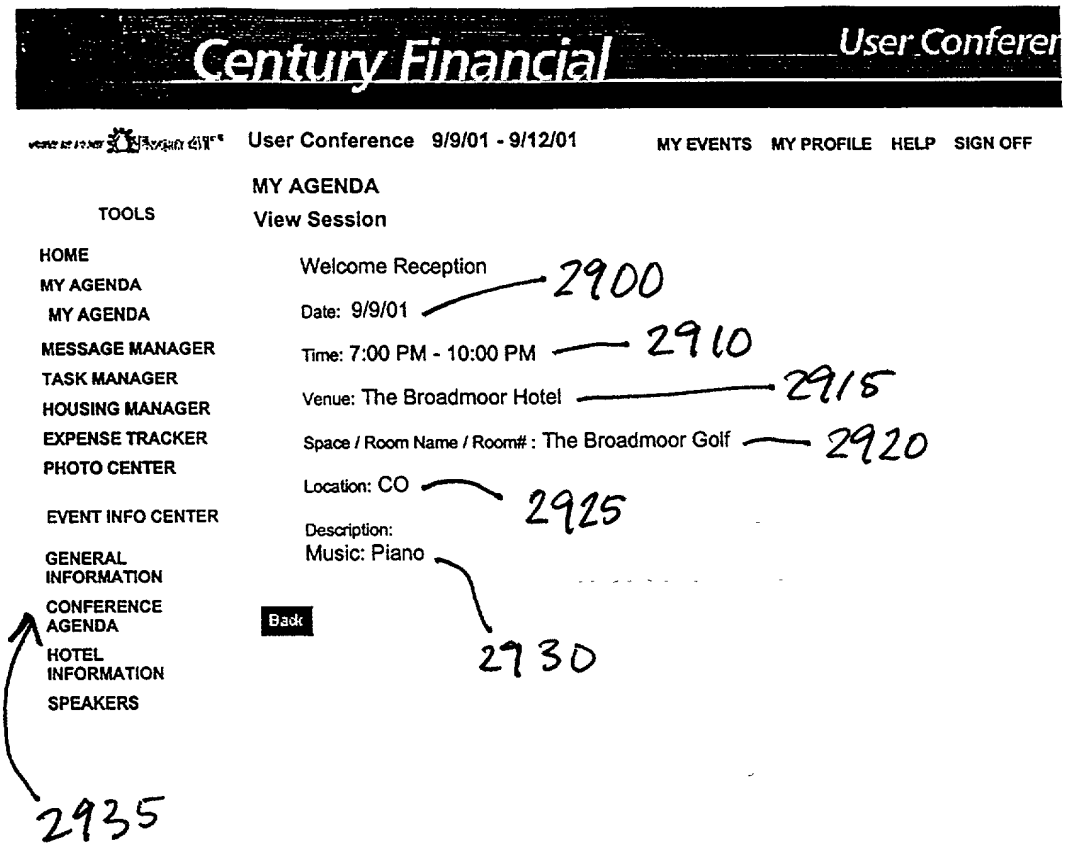

Century Financial
User Conferer
User Conference 9/9/01 - 9/12/01
MY EVENTS MY PROFILE HELP SIGN OFF
TOOLS
HOME
MY AGENDA
MY AGENDA
MESSAGE MANAGER
TASK MANAGER
HOUSING MANAGER
EXPENSE TRACKER
PHOTO CENTER
EVENT INFO CENTER
GENERAL INFORMATION
CONFERENCE AGENDA
HOTEL INFORMATION
SPEAKERS
MY AGENDA
View Session
Welcome Reception
Date: 9/9/01
Time: 7:00 PM - 10:00 PM
Venue: The Broadmoor Hotel
Space / Room Name / Room# : The Broadmoor Golf
Location: CO
Description:
Music: Piano
Back
2900
2910
2915
2920
2925
2930
2935

FIG. 29

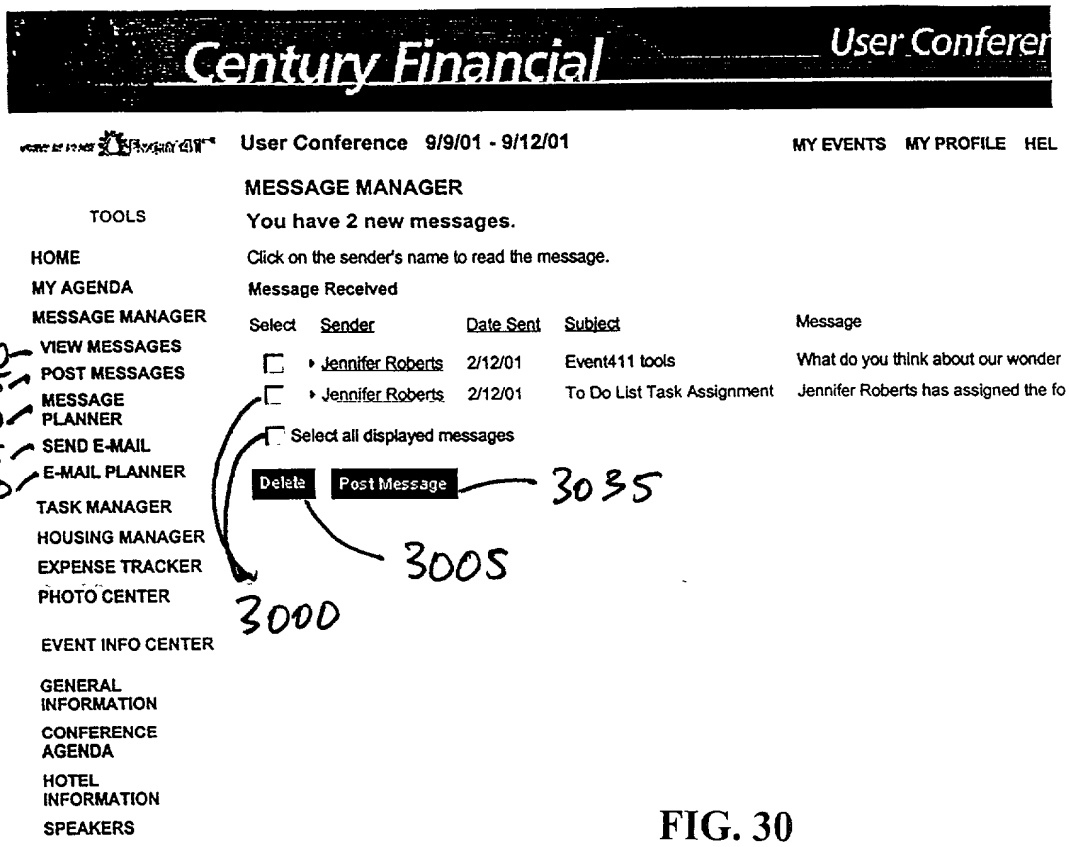

Century Financial
User Conferer
User Conference 9/9/01 - 9/12/01
MY EVENTS MY PROFILE HEL
MESSAGE MANAGER
TOOLS
You have 2 new messages.
HOME
Click on the sender's name to read the message.
MY AGENDA
Message Received
MESSAGE MANAGER
Select Sender Date Sent Subject Message
3010 VIEW MESSAGES
3015 POST MESSAGES
Jennifer Roberts 2/12/01 Event411 tools What do you think about our wonder
3020 MESSAGE PLANNER
Jennifer Roberts 2/12/01 To Do List Task Assignment Jennifer Roberts has assigned the fo
3025 SEND E-MAIL
Select all displayed messages
3030 E-MAIL PLANNER
Delete
Post Message
3035
TASK MANAGER
3005
HOUSING MANAGER
EXPENSE TRACKER
PHOTO CENTER
3000
EVENT INFO CENTER
GENERAL INFORMATION
CONFERENCE AGENDA
HOTEL INFORMATION
SPEAKERS

FIG. 30

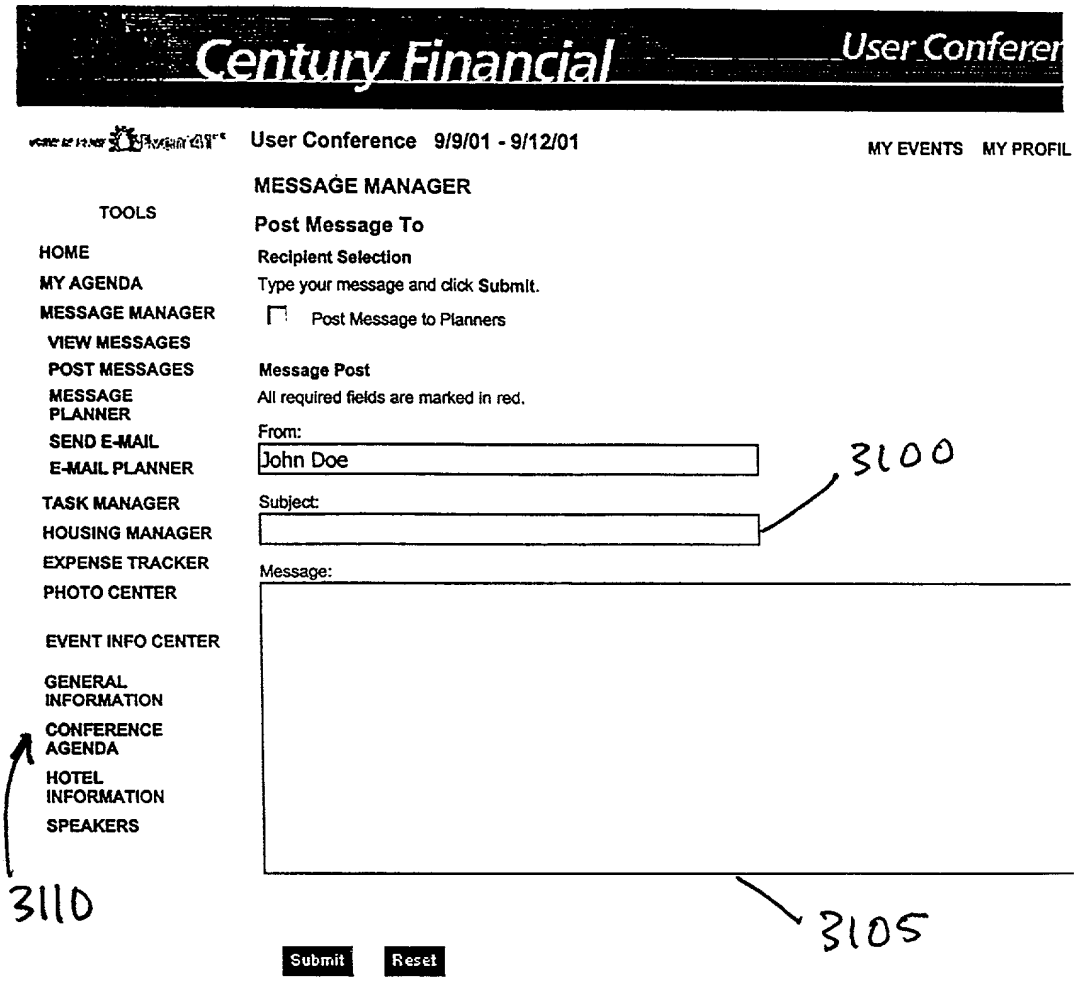

Century Financial
User Conferer
User Conference 9/9/01 - 9/12/01
MY EVENTS
MY PROFIL
TOOLS
HOME
MY AGENDA
MESSAGE MANAGER
VIEW MESSAGES
POST MESSAGES
MESSAGE PLANNER
SEND E-MAIL
E-MAIL PLANNER
TASK MANAGER
HOUSING MANAGER
EXPENSE TRACKER
PHOTO CENTER
EVENT INFO CENTER
GENERAL INFORMATION
CONFERENCE AGENDA
HOTEL INFORMATION
SPEAKERS
MESSAGE MANAGER
Post Message To
Recipient Selection
Type your message and click Submit.
Post Message to Planners
Message Post
All required fields are marked in red.
From:
John Doe
Subject:
Message:
Submit
Reset
3100
3105
3110

FIG. 31

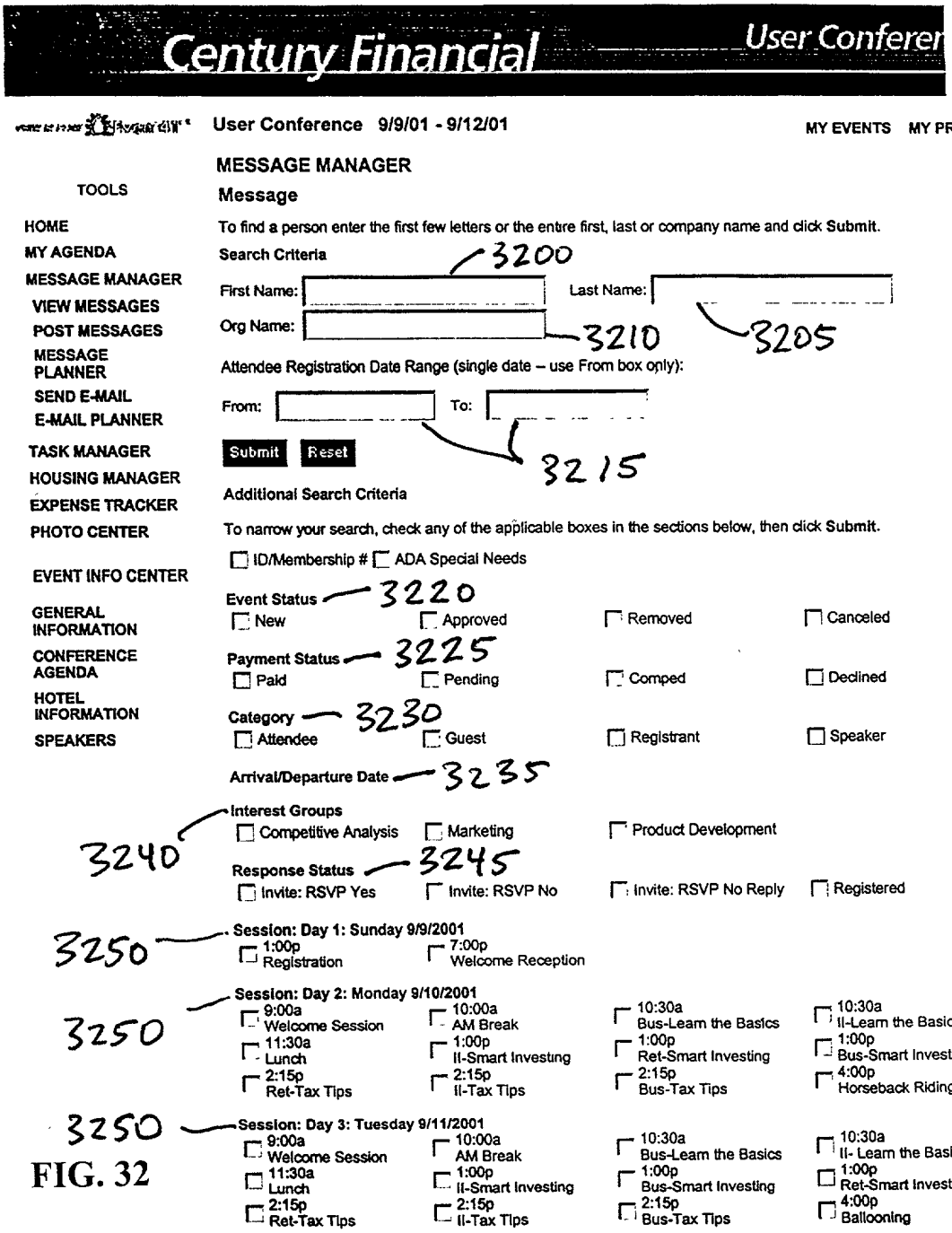

Century Financial
User Conferer
User Conference 9/9/01 - 9/12/01
MY EVENTS MY PR
MESSAGE MANAGER
TOOLS
Message
HOME
MY AGENDA
MESSAGE MANAGER
VIEW MESSAGES
POST MESSAGES
MESSAGE PLANNER
SEND E-MAIL
E-MAIL PLANNER
TASK MANAGER
HOUSING MANAGER
EXPENSE TRACKER
PHOTO CENTER
EVENT INFO CENTER
GENERAL INFORMATION
CONFERENCE AGENDA
HOTEL INFORMATION
SPEAKERS
To find a person enter the first few letters or the entire first, last or company name and click Submit.
Search Criteria
3200
First Name:
Last Name:
Org Name:
3210
3205
Attendee Registration Date Range (single date – use From box only):
From:
To:
Submit
Reset
3215
Additional Search Criteria
To narrow your search, check any of the applicable boxes in the sections below, then click Submit.
ID/Membership #
ADA Special Needs
Event Status
3220
New
Approved
Removed
Canceled
Payment Status
3225
Paid
Pending
Comped
Declined
Category
3230
Attendee
Guest
Registrant
Speaker
Arrival/Departure Date
3235
Interest Groups
3240
Competitive Analysis
Marketing
Product Development
Response Status
3245
Invite: RSVP Yes
Invite: RSVP No
Invite: RSVP No Reply
Registered
3250
Session: Day 1: Sunday 9/9/2001
1:00p Registration
7:00p Welcome Reception
3250
Session: Day 2: Monday 9/10/2001
9:00a Welcome Session
10:00a AM Break
10:30a Bus-Learn the Basics
10:30a II-Learn the Basics
11:30a Lunch
1:00p II-Smart Investing
1:00p Ret-Smart Investing
1:00p Bus-Smart Investing
2:15p Ret-Tax Tips
2:15p II-Tax Tips
2:15p Bus-Tax Tips
4:00p Horseback Riding
3250
Session: Day 3: Tuesday 9/11/2001
9:00a Welcome Session
10:00a AM Break
10:30a Bus-Learn the Basics
10:30a II- Learn the Basics
11:30a Lunch
1:00p II-Smart Investing
1:00p Bus-Smart Investing
1:00p Ret-Smart Investing
2:15p Ret-Tax Tips
2:15p II-Tax Tips
2:15p Bus-Tax Tips
4:00p Ballooning

FIG. 32

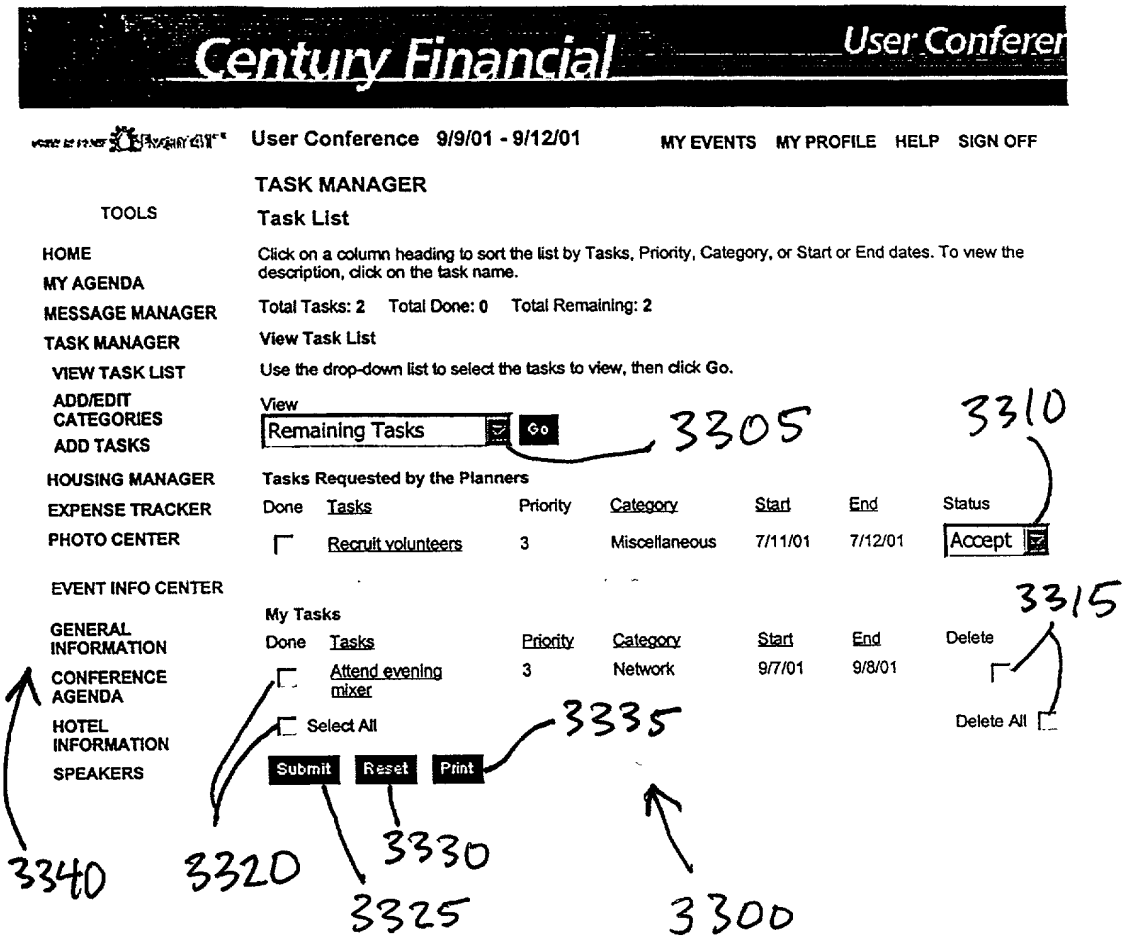

Century Financial
User Conferer
User Conference 9/9/01 - 9/12/01
MY EVENTS MY PROFILE HELP SIGN OFF
TASK MANAGER
TOOLS
Task List
HOME
MY AGENDA
MESSAGE MANAGER
TASK MANAGER
VIEW TASK LIST
ADD/EDIT CATEGORIES
ADD TASKS
HOUSING MANAGER
EXPENSE TRACKER
PHOTO CENTER
EVENT INFO CENTER
GENERAL INFORMATION
CONFERENCE AGENDA
HOTEL INFORMATION
SPEAKERS
Click on a column heading to sort the list by Tasks, Priority, Category, or Start or End dates. To view the description, click on the task name.
Total Tasks: 2 Total Done: 0 Total Remaining: 2
View Task List
Use the drop-down list to select the tasks to view, then click Go.
View
Remaining Tasks
Go
3305
3310
Tasks Requested by the Planners
Done Tasks Priority Category Start End Status
Recruit volunteers 3 Miscellaneous 7/11/01 7/12/01 Accept
3315
My Tasks
Done Tasks Priority Category Start End Delete
Attend evening mixer 3 Network 9/7/01 9/8/01
Select All
Delete All
Submit
Reset
Print
3335
3340
3320
3330
3325
3300

FIG. 33

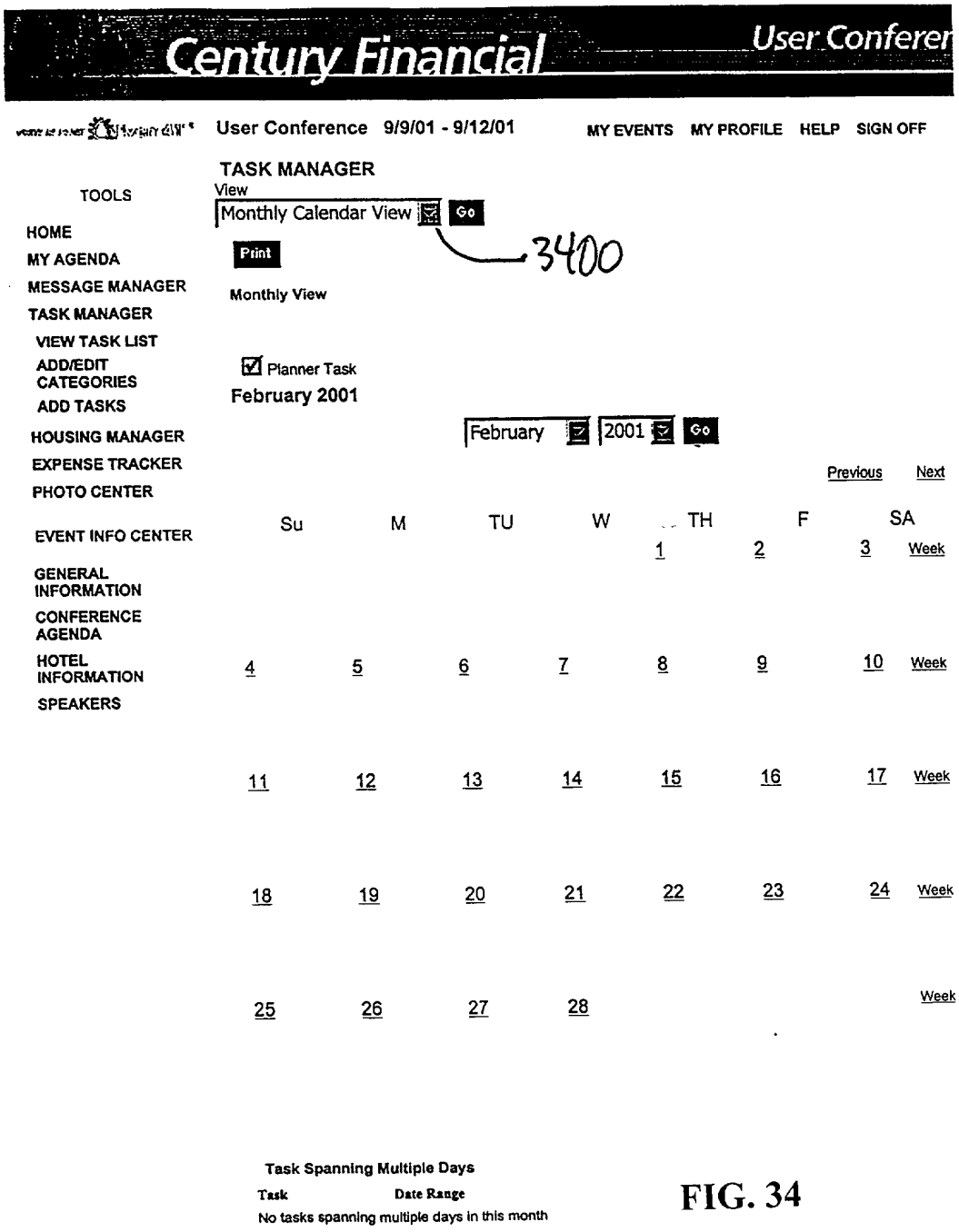

Century Financial
User Conferer
User Conference 9/9/01 - 9/12/01
MY EVENTS MY PROFILE HELP SIGN OFF
TOOLS
HOME
MY AGENDA
MESSAGE MANAGER
TASK MANAGER
VIEW TASK LIST
ADD/EDIT CATEGORIES
ADD TASKS
HOUSING MANAGER
EXPENSE TRACKER
PHOTO CENTER
EVENT INFO CENTER
GENERAL INFORMATION
CONFERENCE AGENDA
HOTEL INFORMATION
SPEAKERS
TASK MANAGER
View
Monthly Calendar View
Go
Print
3400
Monthly View
Planner Task
February 2001
February
2001
Go
Previous
Next
Su M TU W TH F SA
1 2 3 Week
4 5 6 7 8 9 10 Week
11 12 13 14 15 16 17 Week
18 19 20 21 22 23 24 Week
25 26 27 28 Week
Task Spanning Multiple Days
Task
Date Range
No tasks spanning multiple days in this month

FIG. 34

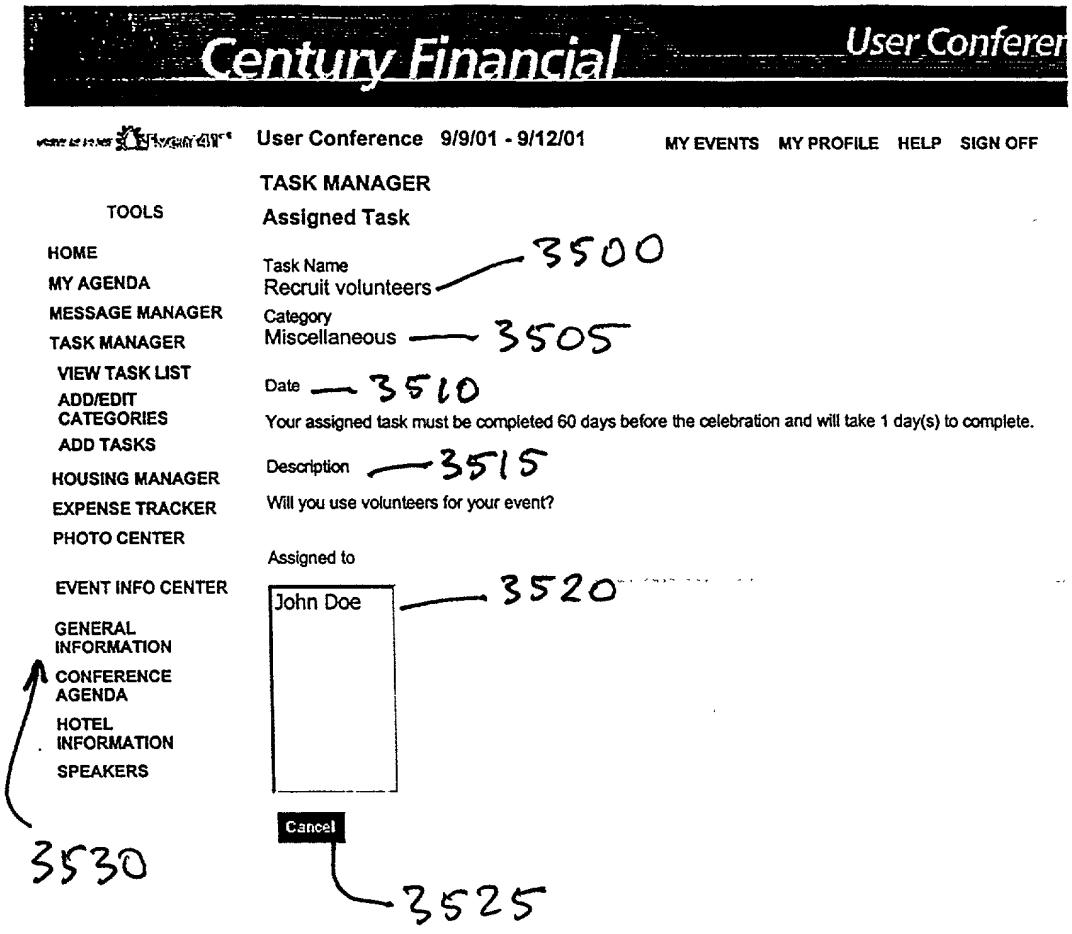

Century Financial
User Conferer
User Conference 9/9/01 - 9/12/01
MY EVENTS MY PROFILE HELP SIGN OFF
TOOLS
HOME
MY AGENDA
MESSAGE MANAGER
TASK MANAGER
VIEW TASK LIST
ADD/EDIT CATEGORIES
ADD TASKS
HOUSING MANAGER
EXPENSE TRACKER
PHOTO CENTER
EVENT INFO CENTER
GENERAL INFORMATION
CONFERENCE AGENDA
HOTEL INFORMATION
SPEAKERS
3530
TASK MANAGER
Assigned Task
Task Name
Recruit volunteers
3500
Category
Miscellaneous
3505
Date
3510
Your assigned task must be completed 60 days before the celebration and will take 1 day(s) to complete.
Description
3515
Will you use volunteers for your event?
Assigned to
John Doe
3520
Cancel
3525

FIG. 35

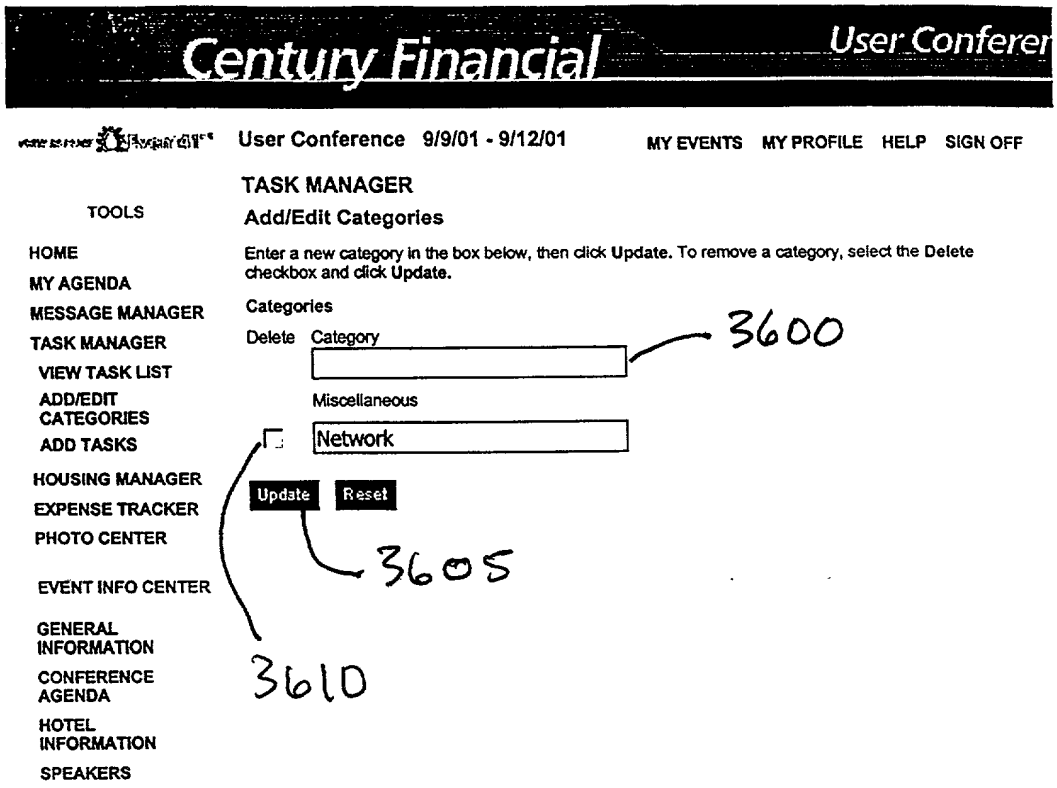

Century Financial
User Conferer
User Conference 9/9/01 - 9/12/01
MY EVENTS MY PROFILE HELP SIGN OFF
TOOLS
HOME
MY AGENDA
MESSAGE MANAGER
TASK MANAGER
VIEW TASK LIST
ADD/EDIT CATEGORIES
ADD TASKS
HOUSING MANAGER
EXPENSE TRACKER
PHOTO CENTER
EVENT INFO CENTER
GENERAL INFORMATION
CONFERENCE AGENDA
HOTEL INFORMATION
SPEAKERS
TASK MANAGER
Add/Edit Categories
Enter a new category in the box below, then click Update. To remove a category, select the Delete checkbox and click Update.
Categories
Delete Category
Miscellaneous
Network
Update
Reset
3600
3605
3610

FIG. 36

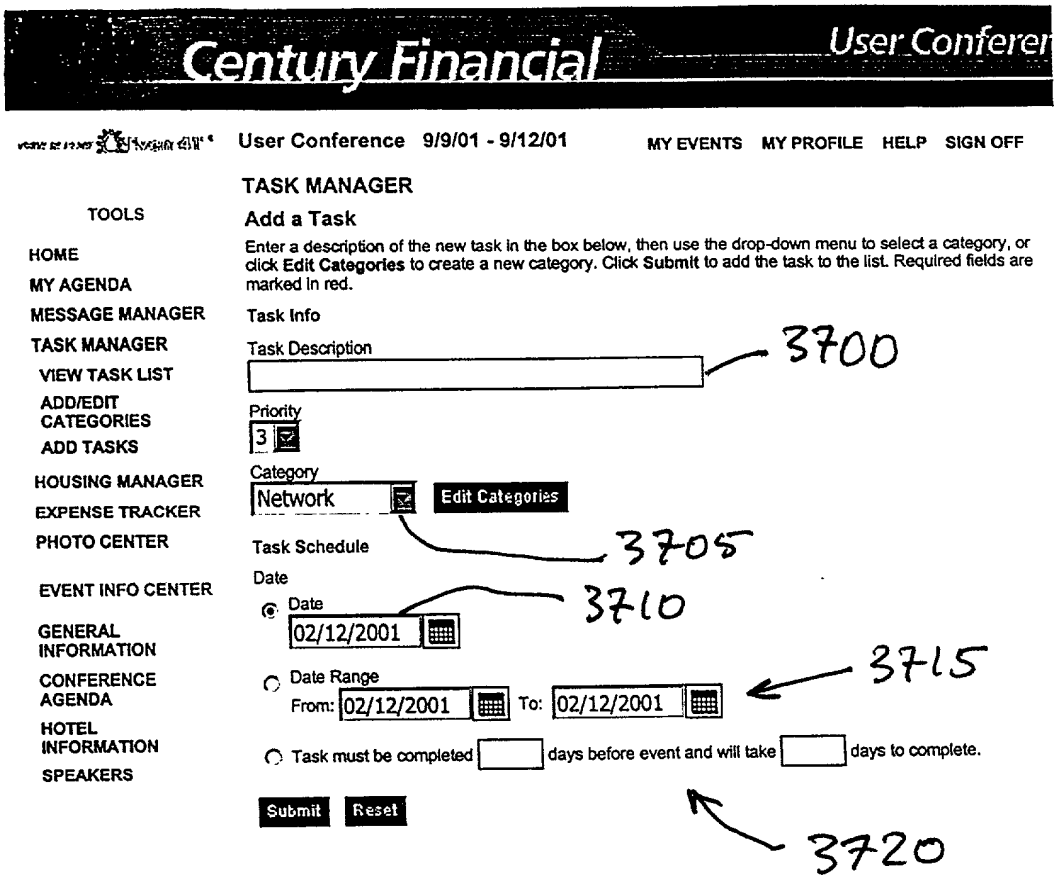

Century Financial
User Conferer
User Conference 9/9/01 - 9/12/01
MY EVENTS MY PROFILE HELP SIGN OFF
TOOLS
HOME
MY AGENDA
MESSAGE MANAGER
TASK MANAGER
VIEW TASK LIST
ADD/EDIT CATEGORIES
ADD TASKS
HOUSING MANAGER
EXPENSE TRACKER
PHOTO CENTER
EVENT INFO CENTER
GENERAL INFORMATION
CONFERENCE AGENDA
HOTEL INFORMATION
SPEAKERS
TASK MANAGER
Add a Task
Enter a description of the new task in the box below, then use the drop-down menu to select a category, or click Edit Categories to create a new category. Click Submit to add the task to the list. Required fields are marked in red.
Task Info
Task Description
3700
Priority
3
Category
Network
Edit Categories
3705
Task Schedule
Date
Date
02/12/2001
3710
Date Range
From: 02/12/2001
To: 02/12/2001
3715
Task must be completed days before event and will take days to complete.
Submit
Reset
3720

FIG. 37

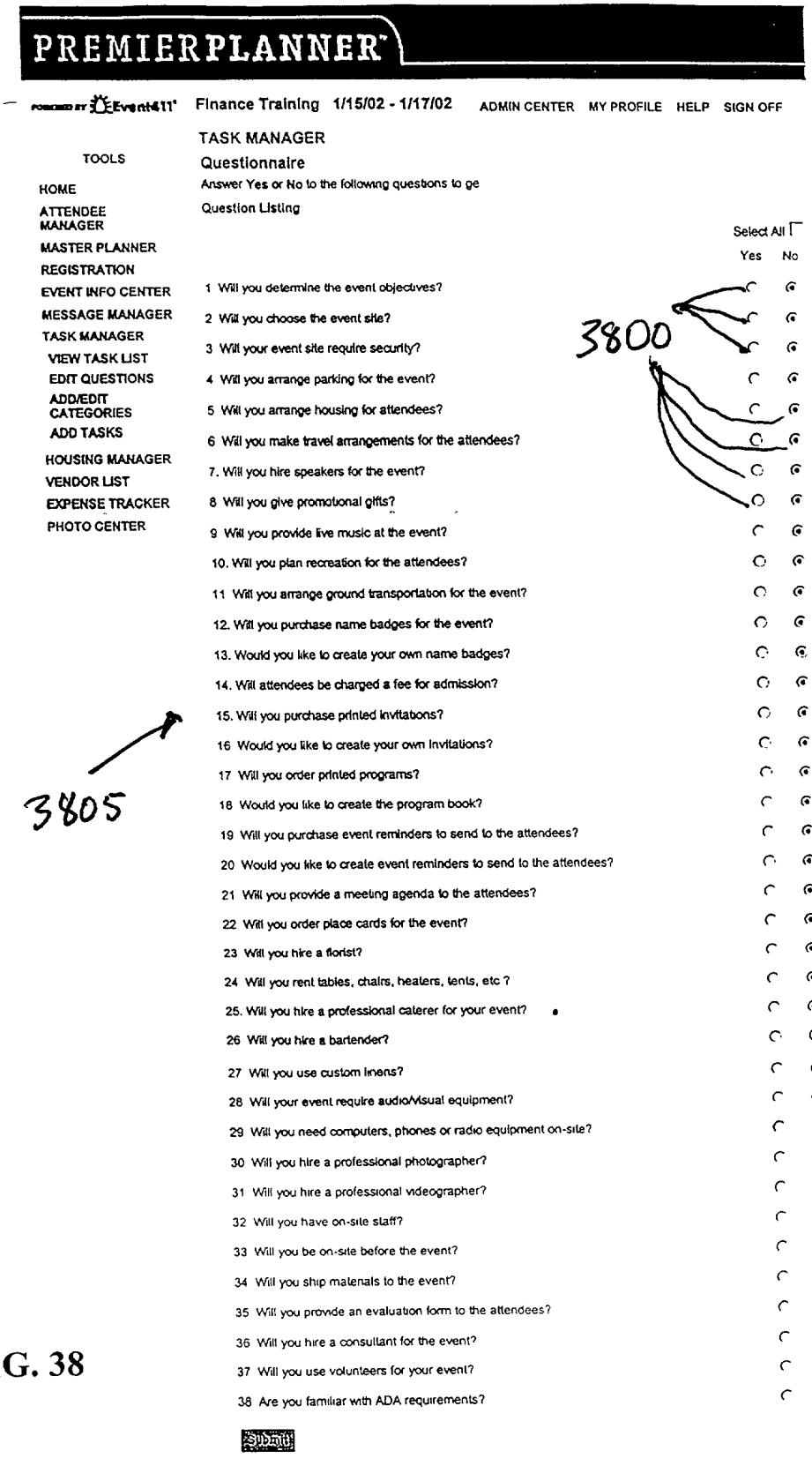

PREMIERPLANNER
POWERED BY Event411
Finance Training 1/15/02 - 1/17/02
ADMIN CENTER
MY PROFILE
HELP
SIGN OFF
TOOLS
HOME
ATTENDEE MANAGER
MASTER PLANNER
REGISTRATION
EVENT INFO CENTER
MESSAGE MANAGER
TASK MANAGER
VIEW TASK LIST
EDIT QUESTIONS
ADD/EDIT CATEGORIES
ADD TASKS
HOUSING MANAGER
VENDOR LIST
EXPENSE TRACKER
PHOTO CENTER
TASK MANAGER
Questionnaire
Answer Yes or No to the following questions to ge
Question Listing
Select All
Yes
No
1 Will you determine the event objectives?
2 Will you choose the event site?
3 Will your event site require security?
4 Will you arrange parking for the event?
5 Will you arrange housing for attendees?
6 Will you make travel arrangements for the attendees?
7. Will you hire speakers for the event?
8 Will you give promotional gifts?
9 Will you provide live music at the event?
10. Will you plan recreation for the attendees?
11 Will you arrange ground transportation for the event?
12. Will you purchase name badges for the event?
13. Would you like to create your own name badges?
14. Will attendees be charged a fee for admission?
15. Will you purchase printed invitations?
16 Would you like to create your own invitations?
17 Will you order printed programs?
18 Would you like to create the program book?
19 Will you purchase event reminders to send to the attendees?
20 Would you like to create event reminders to send to the attendees?
21 Will you provide a meeting agenda to the attendees?
22 Will you order place cards for the event?
23 Will you hire a florist?
24 Will you rent tables, chairs, heaters, tents, etc ?
25. Will you hire a professional caterer for your event?
26 Will you hire a bartender?
27 Will you use custom linens?
28 Will your event require audio/visual equipment?
29 Will you need computers, phones or radio equipment on-site?
30 Will you hire a professional photographer?
31 Will you hire a professional videographer?
32 Will you have on-site staff?
33 Will you be on-site before the event?
34 Will you ship materials to the event?
35 Will you provide an evaluation form to the attendees?
36 Will you hire a consultant for the event?
37 Will you use volunteers for your event?
38 Are you familiar with ADA requirements?
Submit
3800
3805

FIG. 38

EventHIT HOUSINGmanager

★ Click here to return to Home Page

Attendee : John Doe
Event : User Conference (08-Sep-2001 - 12-Sep-2001)

★ Read the Hotel Special Instructions / Cancelation Policies

Click on a hotel name to make a booking

> The Broadmoor Hotel

ROOM VARIETY	08Sep	09Sep	10Sep	11Sep	12Sep
Deluxe $ 290.00	Available	Available	Available	Available	Available
South Tower Suite $ 495.00					

3900

3905

The Broadmoor Hotel and Resort: The over-80 year old destination resort is the longest holder of the Mobil Five-Star and AAA Five-Diamond Awards. There are seven hundred guest accommodations at The Broadmoor. These range from elegant individual rooms to gorgeously appointed suites. In the historic Main building you can sleep in rooms where the gold barons of Cripple Creek came to rest. Or if you prefer, choose a suite in the recently completed West Tower with a balcony over the golf course. Luxuriously appointed rooms have either a king bed or two double beds, comfortable period furniture, and elegant bathrooms. Many offer

FIG. 39

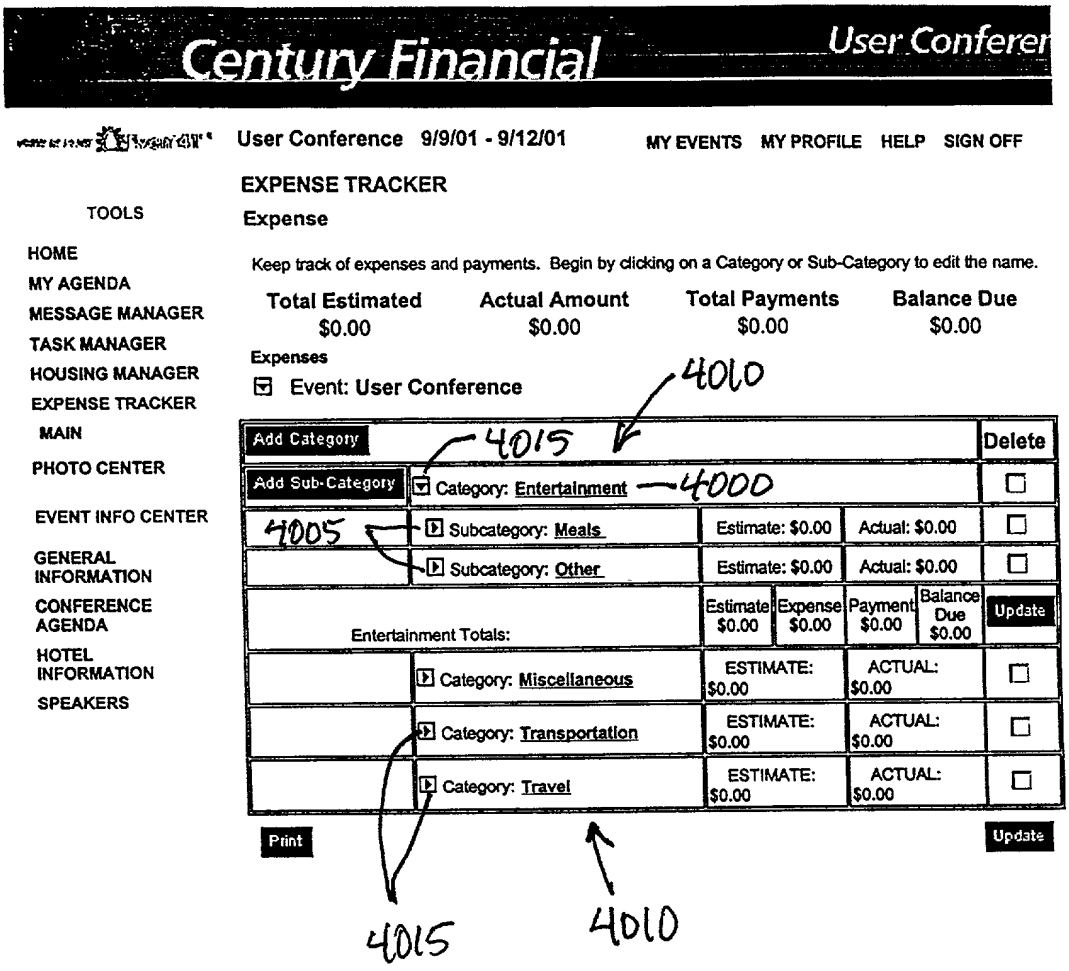

Century Financial
User Conferer
User Conference 9/9/01 - 9/12/01
MY EVENTS MY PROFILE HELP SIGN OFF
TOOLS
HOME
MY AGENDA
MESSAGE MANAGER
TASK MANAGER
HOUSING MANAGER
EXPENSE TRACKER
MAIN
PHOTO CENTER
EVENT INFO CENTER
GENERAL INFORMATION
CONFERENCE AGENDA
HOTEL INFORMATION
SPEAKERS
EXPENSE TRACKER
Expense
Keep track of expenses and payments. Begin by clicking on a Category or Sub-Category to edit the name.
Total Estimated $0.00
Actual Amount $0.00
Total Payments $0.00
Balance Due $0.00
Expenses
Event: User Conference
4010
Add Category
4015
Delete
Add Sub-Category
Category: Entertainment
4000
4005
Subcategory: Meals
Estimate: $0.00
Actual: $0.00
Subcategory: Other
Estimate: $0.00
Actual: $0.00
Entertainment Totals:
Estimate $0.00
Expense $0.00
Payment $0.00
Balance Due $0.00
Update
Category: Miscellaneous
ESTIMATE: $0.00
ACTUAL: $0.00
Category: Transportation
ESTIMATE: $0.00
ACTUAL: $0.00
Category: Travel
ESTIMATE: $0.00
ACTUAL: $0.00
Print
Update
4015
4010

FIG. 40

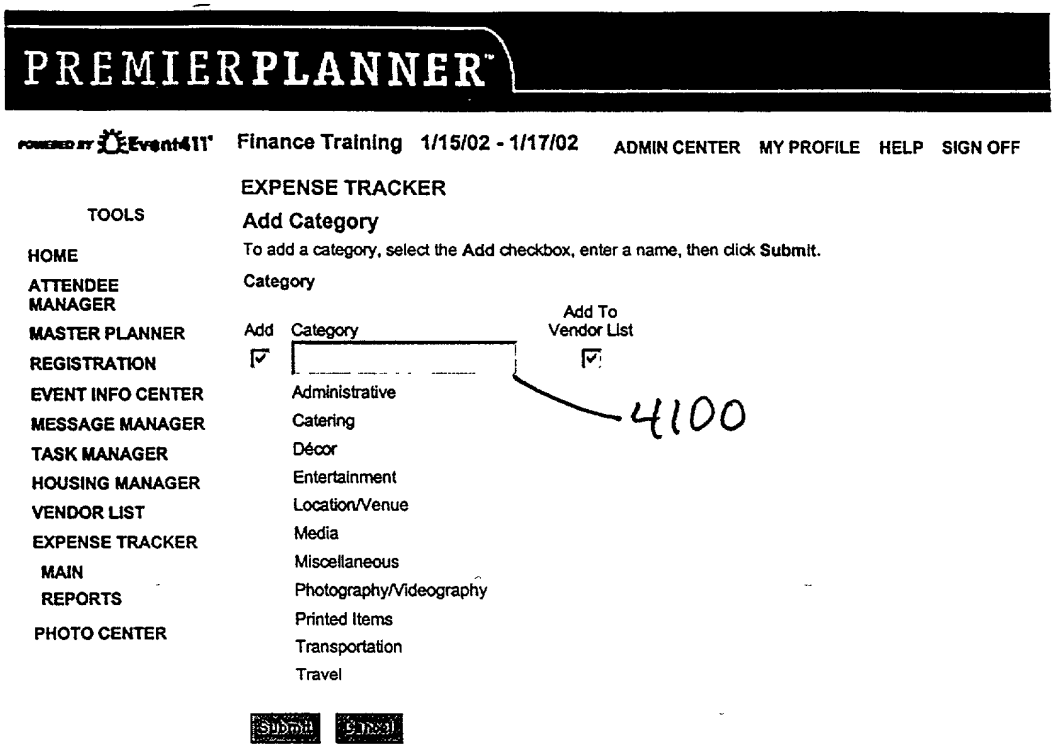

PREMIERPLANNER
POWERED BY Event411
Finance Training 1/15/02 - 1/17/02
ADMIN CENTER
MY PROFILE
HELP
SIGN OFF
TOOLS
HOME
ATTENDEE MANAGER
MASTER PLANNER
REGISTRATION
EVENT INFO CENTER
MESSAGE MANAGER
TASK MANAGER
HOUSING MANAGER
VENDOR LIST
EXPENSE TRACKER
MAIN
REPORTS
PHOTO CENTER
EXPENSE TRACKER
Add Category
To add a category, select the Add checkbox, enter a name, then click Submit.
Category
Add
Category
Add To Vendor List
Administrative
Catering
Décor
Entertainment
Location/Venue
Media
Miscellaneous
Photography/Videography
Printed Items
Transportation
Travel
4100

FIG. 41

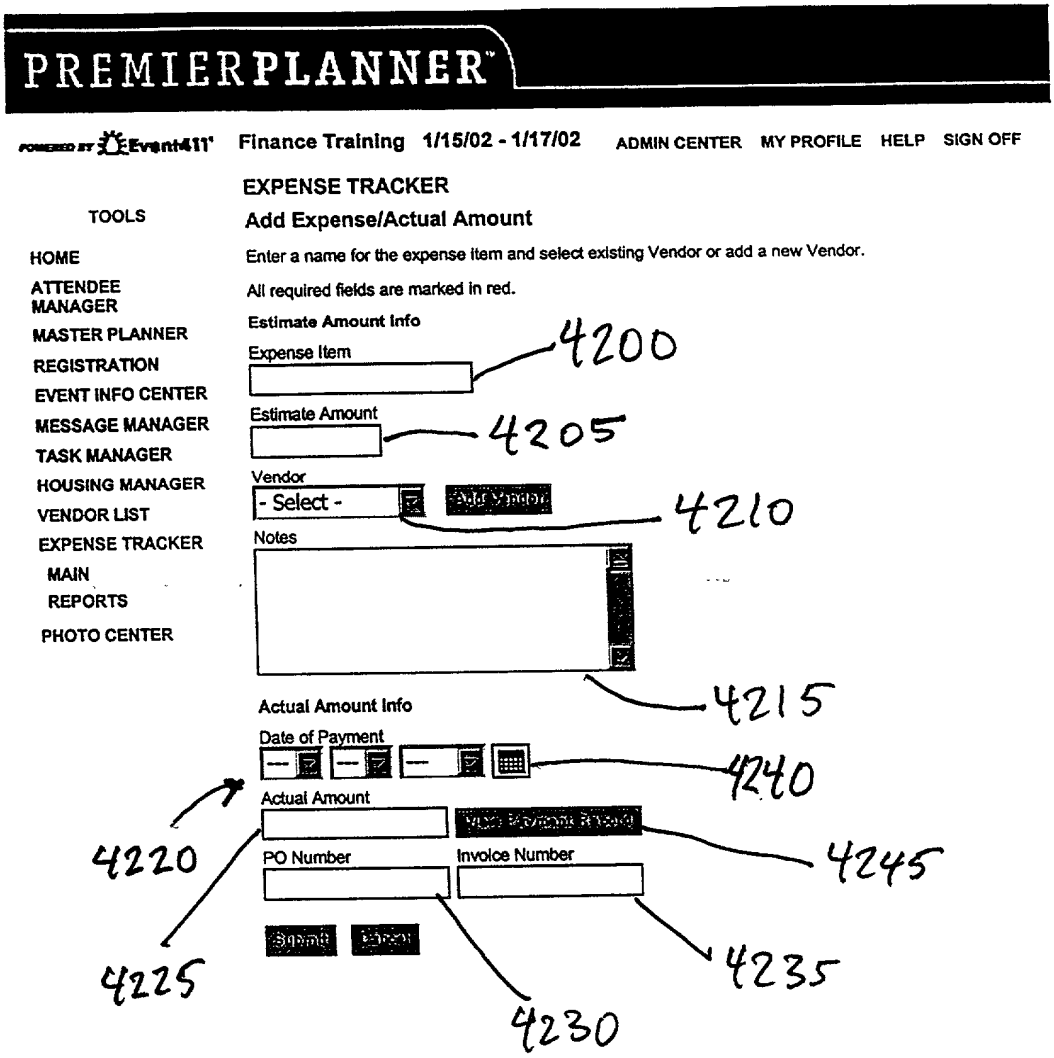

PREMIERPLANNER
Event411
Finance Training 1/15/02 - 1/17/02
ADMIN CENTER
MY PROFILE
HELP
SIGN OFF
TOOLS
HOME
ATTENDEE MANAGER
MASTER PLANNER
REGISTRATION
EVENT INFO CENTER
MESSAGE MANAGER
TASK MANAGER
HOUSING MANAGER
VENDOR LIST
EXPENSE TRACKER
MAIN
REPORTS
PHOTO CENTER
EXPENSE TRACKER
Add Expense/Actual Amount
Enter a name for the expense item and select existing Vendor or add a new Vendor.
All required fields are marked in red.
Estimate Amount Info
Expense Item
Estimate Amount
Vendor
- Select -
Add Vendor
Notes
Actual Amount Info
Date of Payment
Actual Amount
PO Number
Invoice Number
Submit
Cancel
4200
4205
4210
4215
4220
4225
4230
4235
4240
4245

FIG. 42

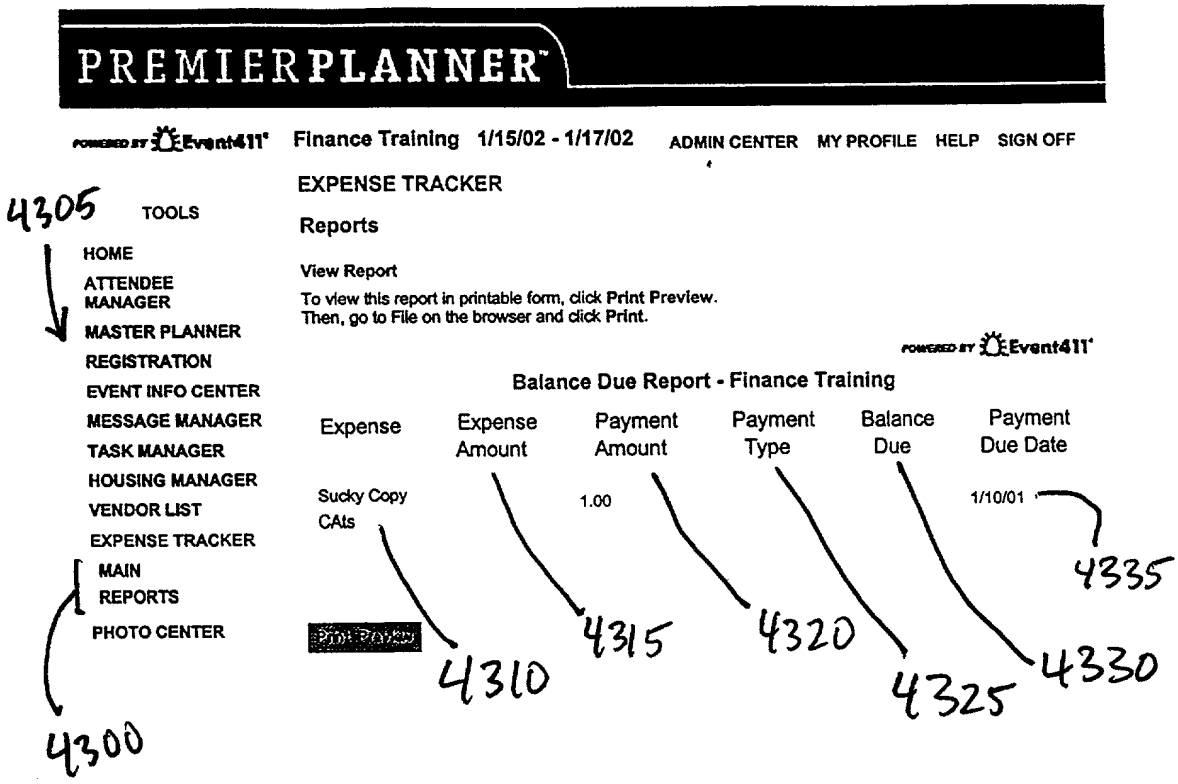

PREMIERPLANNER
POWERED BY Event411
Finance Training 1/15/02 - 1/17/02
ADMIN CENTER MY PROFILE HELP SIGN OFF
4305
TOOLS
HOME
ATTENDEE MANAGER
MASTER PLANNER
REGISTRATION
EVENT INFO CENTER
MESSAGE MANAGER
TASK MANAGER
HOUSING MANAGER
VENDOR LIST
EXPENSE TRACKER
MAIN
REPORTS
PHOTO CENTER
4300
EXPENSE TRACKER
Reports
View Report
To view this report in printable form, click Print Preview.
Then, go to File on the browser and click Print.
POWERED BY Event411
Balance Due Report - Finance Training
Expense
Expense Amount
Payment Amount
Payment Type
Balance Due
Payment Due Date
Sucky Copy CATs
1.00
1/10/01
4310
4315
4320
4325
4330
4335

FIG. 43

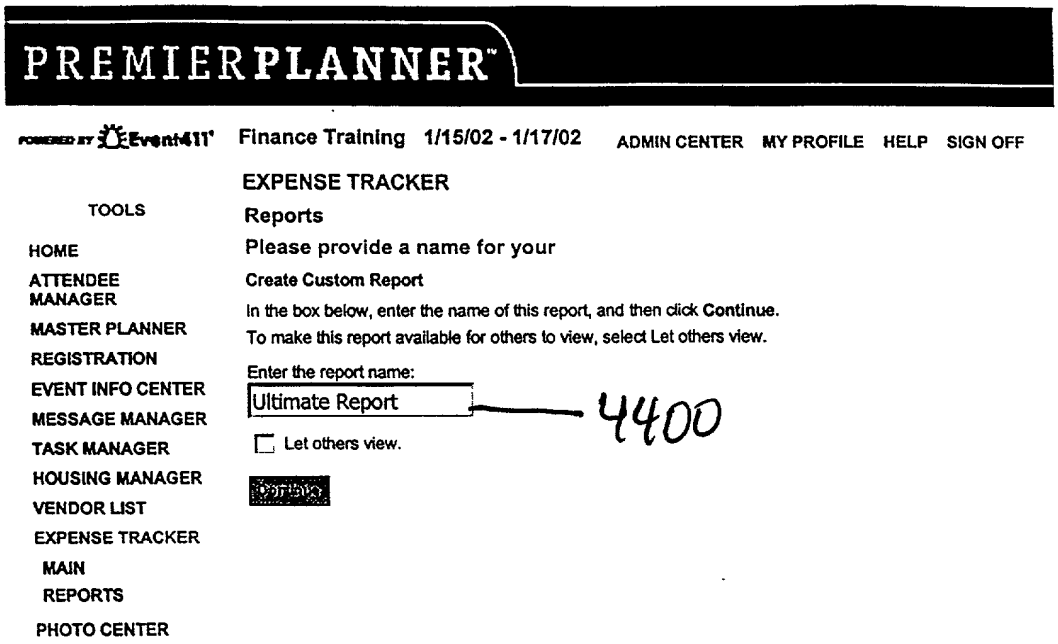

PREMIERPLANNER
POWERED BY Event411
Finance Training 1/15/02 - 1/17/02
ADMIN CENTER
MY PROFILE
HELP
SIGN OFF
TOOLS
HOME
ATTENDEE MANAGER
MASTER PLANNER
REGISTRATION
EVENT INFO CENTER
MESSAGE MANAGER
TASK MANAGER
HOUSING MANAGER
VENDOR LIST
EXPENSE TRACKER
MAIN
REPORTS
PHOTO CENTER
EXPENSE TRACKER
Reports
Please provide a name for your
Create Custom Report
In the box below, enter the name of this report, and then click Continue.
To make this report available for others to view, select Let others view.
Enter the report name:
Ultimate Report
4400
Let others view.

FIG. 44

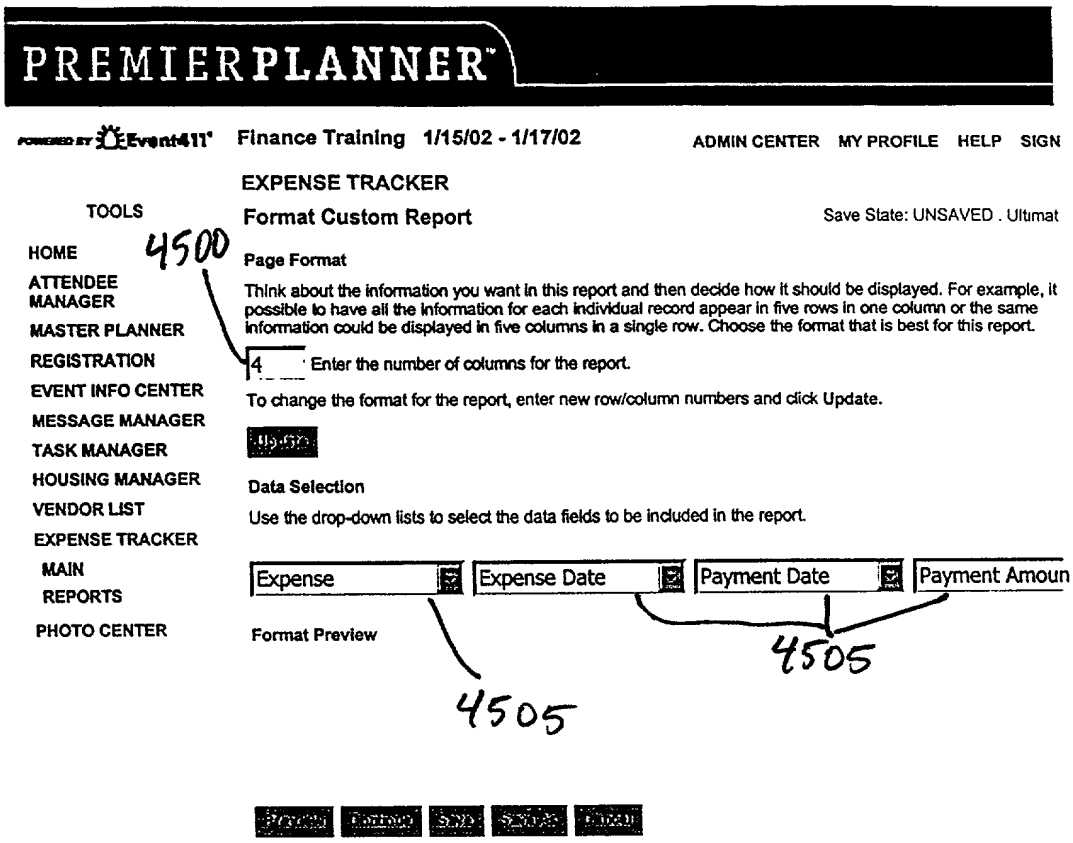

PREMIERPLANNER
Event411
Finance Training 1/15/02 - 1/17/02
ADMIN CENTER MY PROFILE HELP SIGN
TOOLS
HOME
ATTENDEE MANAGER
MASTER PLANNER
REGISTRATION
EVENT INFO CENTER
MESSAGE MANAGER
TASK MANAGER
HOUSING MANAGER
VENDOR LIST
EXPENSE TRACKER
MAIN
REPORTS
PHOTO CENTER
4500
EXPENSE TRACKER
Format Custom Report
Save State: UNSAVED . Ultimat
Page Format
Think about the information you want in this report and then decide how it should be displayed. For example, it possible to have all the information for each individual record appear in five rows in one column or the same information could be displayed in five columns in a single row. Choose the format that is best for this report.
4
Enter the number of columns for the report.
To change the format for the report, enter new row/column numbers and click Update.
Update
Data Selection
Use the drop-down lists to select the data fields to be included in the report.
Expense
Expense Date
Payment Date
Payment Amoun
Format Preview
4505
4505

FIG. 45

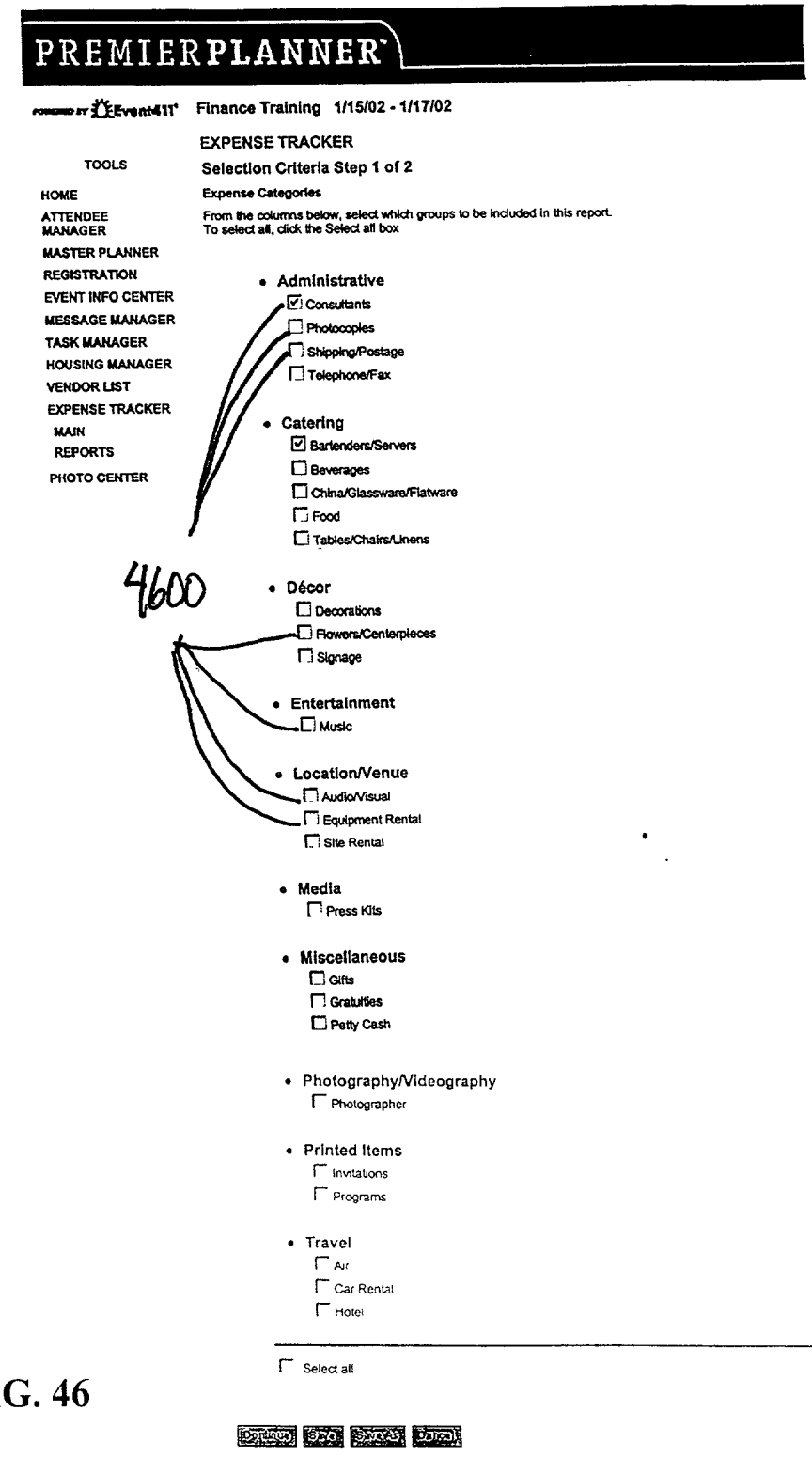

PREMIERPLANNER
Event411
Finance Training 1/15/02 - 1/17/02
EXPENSE TRACKER
Selection Criteria Step 1 of 2
Expense Categories
From the columns below, select which groups to be included in this report.
To select all, click the Select all box
TOOLS
HOME
ATTENDEE MANAGER
MASTER PLANNER
REGISTRATION
EVENT INFO CENTER
MESSAGE MANAGER
TASK MANAGER
HOUSING MANAGER
VENDOR LIST
EXPENSE TRACKER
MAIN
REPORTS
PHOTO CENTER
Administrative
Consultants
Photocopies
Shipping/Postage
Telephone/Fax
Catering
Bartenders/Servers
Beverages
China/Glassware/Flatware
Food
Tables/Chairs/Linens
4600
Décor
Decorations
Flowers/Centerpieces
Signage
Entertainment
Music
Location/Venue
Audio/Visual
Equipment Rental
Site Rental
Media
Press Kits
Miscellaneous
Gifts
Gratuities
Petty Cash
Photography/Videography
Photographer
Printed Items
Invitations
Programs
Travel
Air
Car Rental
Hotel
Select all

FIG. 46

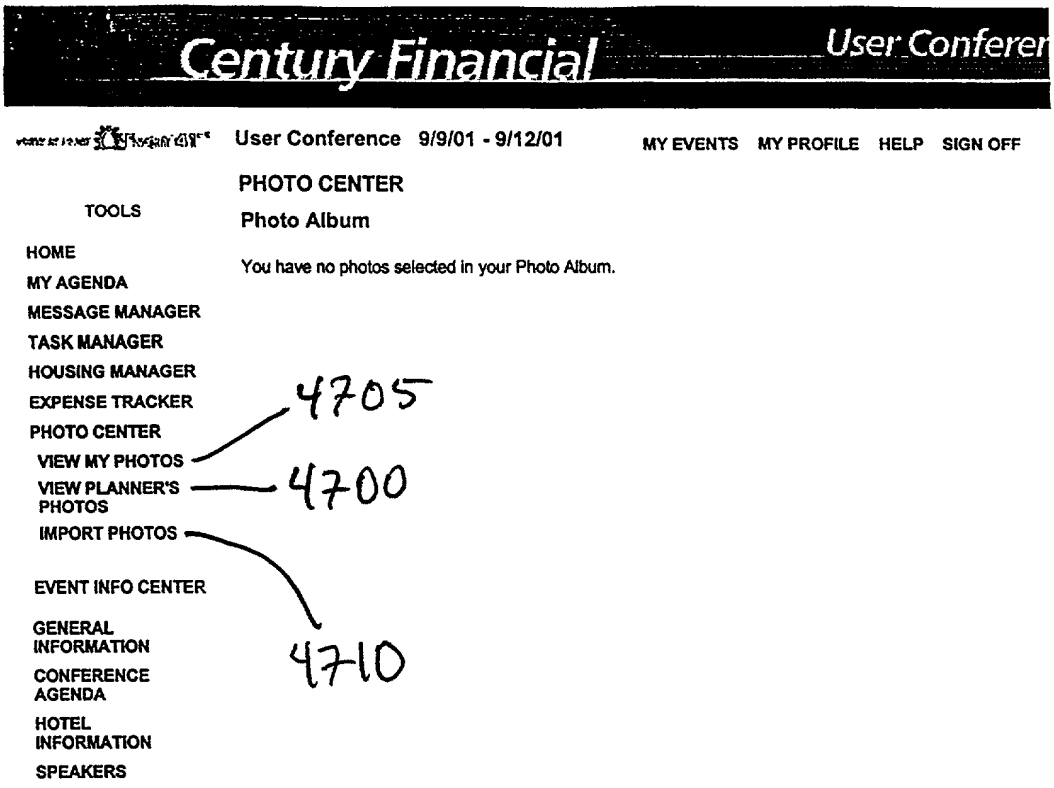

Century Financial
User Conferer
User Conference 9/9/01 - 9/12/01
MY EVENTS MY PROFILE HELP SIGN OFF
PHOTO CENTER
Photo Album
You have no photos selected in your Photo Album.
TOOLS
HOME
MY AGENDA
MESSAGE MANAGER
TASK MANAGER
HOUSING MANAGER
EXPENSE TRACKER
PHOTO CENTER
VIEW MY PHOTOS
VIEW PLANNER'S PHOTOS
IMPORT PHOTOS
EVENT INFO CENTER
GENERAL INFORMATION
CONFERENCE AGENDA
HOTEL INFORMATION
SPEAKERS
4705
4700
4710

FIG. 47

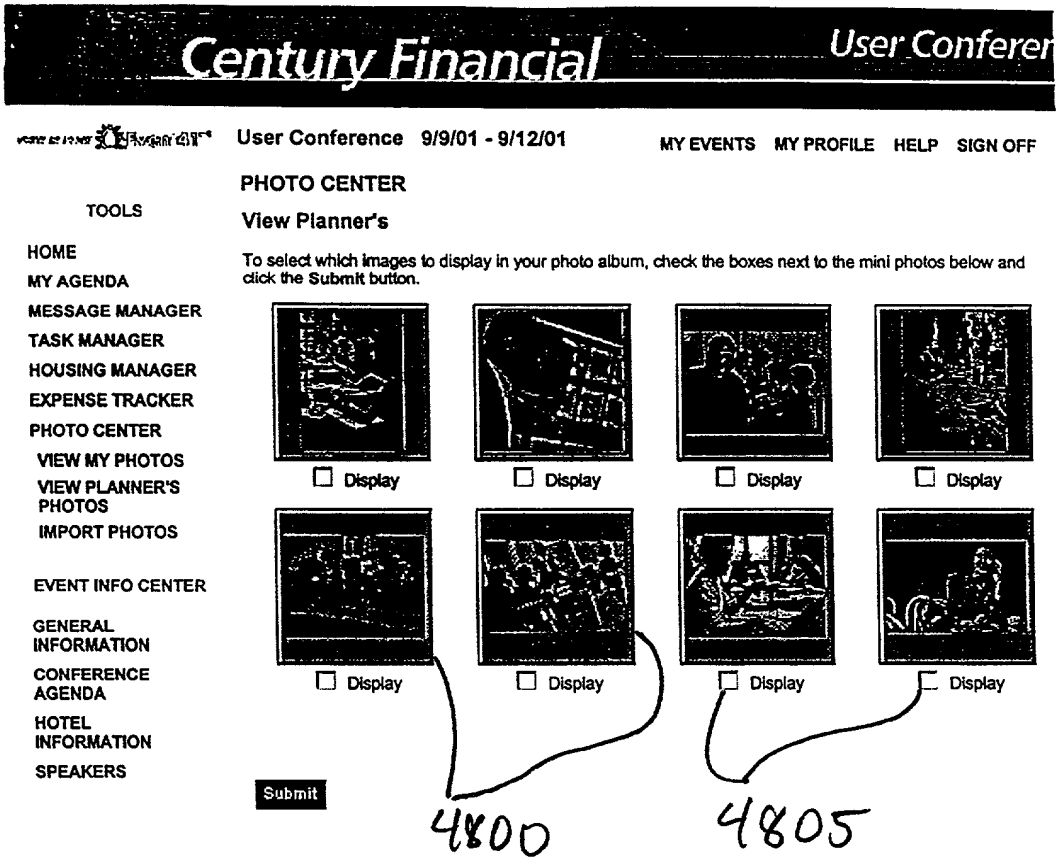

Century Financial
User Conferer
User Conference 9/9/01 - 9/12/01
MY EVENTS MY PROFILE HELP SIGN OFF
TOOLS
HOME
MY AGENDA
MESSAGE MANAGER
TASK MANAGER
HOUSING MANAGER
EXPENSE TRACKER
PHOTO CENTER
VIEW MY PHOTOS
VIEW PLANNER'S PHOTOS
IMPORT PHOTOS
EVENT INFO CENTER
GENERAL INFORMATION
CONFERENCE AGENDA
HOTEL INFORMATION
SPEAKERS
PHOTO CENTER
View Planner's
To select which images to display in your photo album, check the boxes next to the mini photos below and click the Submit button.
Display
Submit
4800
4805

FIG. 48